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Financing of the United Nations Interim Administration Mission in Kosovo

Financing of the United Nations Interim Administration Mission in Kosovo

Report of the Secretary-General

Summary

By its resolution 1244 (1999) of 10 June 1999, the Security Council established the United Nations Interim Administration Mission in Kosovo (UNMIK). In its resolution 53/241 of 28 July 1999, the General Assembly requested the Secretary-General to submit, as a matter of priority, a comprehensive report on the financing of the Mission, to enable the Assembly to take action on it at the earliest opportunity. The present report contains the proposed budget for the period from inception of the Mission on 10 June 1999 to 30 June 2000 at a strength of 38 military liaison officers, 4,718 civilian police, 1,269 international staff, 3,566 local staff, 18 National Officers and 203 United Nations Volunteers, which amounts to $456,451,200 gross ($437,755,400 net), inclusive of budgeted voluntary contributions in kind, amounting to $585,500. This amount is inclusive of the commitment authority of $200 million already authorized by the General Assembly in its resolution 53/241.

Of the total budget, some 52 per cent of resources relate to civilian personnel costs. Operational costs account for 43 per cent of the budget. Staff assessment comprises 4 per cent of the total and military personnel costs reflect 1 per cent. Less than 1 per cent of the total resources are related to other programmes.

Expenditures for the period from inception to 31 August 1999 amount to $37,011,500.

The actions to be taken by the General Assembly are set out in paragraph 5 of the present report.

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I. Overview

1. By its resolution 1244 (1999) of 10 June 1999, the Security Council established the United Nations Interim Administration Mission in Kosovo (UNMIK) for an initial period of 12 months, to continue thereafter unless the Security Council decides otherwise.

2. The General Assembly, in its resolution 53/241 of 28 July 1999, authorized the Secretary-General to enter into commitments in an amount not exceeding $200 million for the operation of the Mission. By the same resolution, the Assembly decided to assess an amount of $125 million among Member States.

3. In the same resolution, the Assembly requested the Secretary-General to submit to the General Assembly, as a matter of priority, a comprehensive report on the financing of the Mission, including full budget estimates and information on the utilization of resources until the time of the submission of the report, to enable the General Assembly to take action on it at the earliest opportunity.

4. The present report contains the proposed budget for UNMIK from the inception of the Mission on 10 June 1999 to 30 June 2000, which amounts to $456,451,200 gross ($437,755,400 net), inclusive of budgeted voluntary contributions in kind amounting to $585,500. These amounts are inclusive of the amount of $200 million already authorized by the General Assembly. Expenditures for the period from inception to 31 August 1999 amount to $37,011,500.

Table 1
Financial resources
(Thousands of United States dollars)

Category of expenditure	*1999-2000 cost estimates*[a]	*Percentage*
Military personnel	2 696.2	1.0
Civilian personnel	235 939.3	52.0
Operational requirements	196 107.9	43.0
Other programmes[b]	2 426.5	0.0
Staff assessment	18 695.8	4.0
Gross requirements	**455 865.7**	**100.0**
Voluntary contributions	585.5	
Total	**456 451.2**	

[a] Information on the distribution of resources by standard and mission-specific costs is contained in annex II.B.

[b] Excluding personnel.

Table 2
Human resources

Military and civilian staff resources	*1999-2000 strength*
Military liaison officers	38
Civilian police	4 718
International staff	1 269
National Officers	18
Local staff	3 566
United Nations Volunteers	203

5. **The action to be taken by the General Assembly is as follows:**

(a) Appropriation of the amount of $455,865,700 gross ($437,169,900 net) for the establishment and maintenance of the Mission for the period from 10 June 1999 to 30 June 2000, inclusive of the amount of $200 million authorized by its resolution 53/241 of 28 July 1999;

(b) Assessment of an amount of $330,865,700 gross ($312,169,900 net) for the period from 10 June 1999 to 30 June 2000, taking into account the amount of $125 million already assessed on Member States in accordance with Assembly resolution 53/241.

II. Political mandate

(Security Council resolution 1244 (1999) of 10 June 1999)

6. The United Nations Interim Administration Mission in Kosovo (UNMIK) was created by the Security Council to establish an international civil presence in Kosovo in order to provide an interim administration for Kosovo, under which the people of Kosovo can enjoy substantial autonomy within the Federal Republic of Yugoslavia, and which will provide transitional administration, while establishing and overseeing the development of provisional democratic self-governing institutions to ensure conditions for a peaceful and normal life for all inhabitants of Kosovo.

III. Operational plan and requirements

7. The operational requirements of the Mission were set out in the reports of the Secretary-General to the Security Council of 12 June 1999 (S/1999/672) and 12 July 1999 (S/1999/779). UNMIK is headed by the Special Representative of the Secretary-General, who is the highest international civilian official in Kosovo. He enjoys the maximum civilian executive powers envisaged and vested in him by the Security Council in its resolution 1244 (1999), and is also the final authority on their interpretation.

8. In view of the complexities of UNMIK and the multifaceted tasks it will be required to perform, it is imperative that the Special Representative be assisted by a Principal Deputy Special Representative in directing and managing UNMIK. The Principal Deputy Special Representative will also ensure a coordinated and integrated approach by the Mission's four components, namely, Civil Administration (led by the United Nations), Humanitarian Affairs

Office of the Office of the United Nations High Commissioner for Refugees (UNHCR), Institution building (Organization for Security and Cooperation in Europe (OSCE)) and reconstruction (European Union). Each of the four components is headed by a Deputy Special Representative.

9. The Special Representative is assisted in his work by an Executive Committee whose membership includes the Principal Deputy Special Representative and the four Deputy Special Representatives. The Executive Committee is the main instrument through which the Special Representative ensures the implementation of the objectives of UNMIK. Through the Executive Committee, he oversees tasks relating to effective mission integration, such as the setting of implementation priorities, the phasing and designation of tasks, ensuring effective coordination with outside agencies, especially the international security force (KFOR), and the setting of overall mission policy.

10. The Executive Committee is assisted by a Joint Planning Group, which is chaired by the Principal Deputy Special Representative. It is composed of senior planning staff from each lead organization. The main tasks of the Joint Planning Group are to ensure consistency of plans between the components, in particular links between emergency relief and longer-term reconstruction activities, as well as between interim civil administration and institution building. A senior representative of KFOR works with the Joint Planning Group on military-civilian issues. Representatives of other agencies are invited to participate when necessary.

11. The work of UNMIK will be conducted in five integrated phases. The first phase will focus on the establishment and consolidation of the authority of UNMIK and the creation of interim UNMIK-managed administrative structure. The second phase of the Mission's efforts will be directed towards the administration of social services and utilities and the consolidation of the rule of law. The emphasis during the third phase will be the finalization of preparations for and the conduct of elections. During the fourth phase, UNMIK will oversee and, as necessary, assist elected Kosovo representatives in their efforts to organize and establish provisional institutions for democratic and autonomous self-government. As these are established, UNMIK will transfer its remaining administrative responsibilities while overseeing and supporting the consolidation of Kosovo's local provisional institutions. In a final stage, UNMIK would oversee the transfer of authority from Kosovo's provisional institutions to institutions established under a political settlement.

12. The civil administration functions of UNMIK, led by the United Nations, are divided into three functional departments. The public administration/civil affairs department whose task is to establish the multi-ethnic governmental structures essential for the sustainable delivery of public services where and as long as required. The goals of the second functional department, police, are to provide interim law enforcement services and the rapid development of a credible, professional and impartial Kosovo Police Service. Third, the Judicial Affairs Office has two major areas of responsibility: the administration of courts, prosecution services and prisons; and the assessment of the quality of justice in Kosovo, including training requirements.

13. The humanitarian component of the Mission, led by the United Nations High Commissioner for Refugees and in close cooperation with other United Nations agencies, including the World Food Programme, the World Health Organization, the United Nations Children's Fund and non-governmental organizations, is responsible for the preparation and implementation of the long-term rehabilitation, reconstruction and development programmes for the region. It will also include the urgent humanitarian assistance and mine-action activities.

14. The headquarters of UNMIK are located in Pristina. The Mission is also deployed throughout 29 municipalities and at five regional headquarters (Pristina, Pec, Prizren, Gnjilane and Mitrovica). Liaison offices are also maintained in Skopje, Tirana and Podgorica.

15. The institution-building component of UNMIK is led by OSCE and includes assistance to the people of Kosovo in strengthening the local and central institutions, promoting democracy and respect for human rights and organizing the elections.

16. Activities of the reconstruction component of UNMIK, led by the European Union, include planning and monitoring of the reconstruction of key infrastructure and other economic and social systems in Kosovo, coordination between the various donors and international financial institutions in order to ensure that all financial assistance is directed towards the priorities indicated by UNMIK. It is envisaged that the economic recovery of Kosovo will occur in three overlapping phases, namely, immediate humanitarian relief, reconstruction and rehabilitation and creation of a viable market economy and social system.

17. The cost of implementing the latter two components will be borne by OSCE and the European Union, respectively.

18. The strength of the Mission to be financed from the UNMIK Special Account established by the General Assembly in resolution 53/241 consists of 38 military liaison officers, 4,718 civilian police, 1,269 international staff, 3,566 local staff, 18 National Officers, and 203 United Nations Volunteers. It covers the Office of the Special Representative, the Civil Administration component and immediate support for the Office of the Deputy Special Representative for Humanitarian Affairs.

IV. Contributions made under the status-of-mission agreement

19. Since the international civil presence, known as the United Nations Interim Administration Mission in Kosovo (UNMIK), was authorized under Chapter VII of the Charter of the United Nations, an agreement between the United Nations and the Government of Yugoslavia on the status of UNMIK in Kosovo is not required.

20. In discharging its functions, UNMIK will have to use the territory of the Federal Republic of Yugoslavia outside Kosovo as well as other territories neighbouring Kosovo for operational reasons. In this respect, it should be recalled that the Security Council demanded in paragraph 18 of its resolution 1244 (1999), that all States in the region cooperate fully in the implementation of all aspects of the resolution. While it is expected that all States in the region will comply with the resolution by cooperating with UNMIK, the United Nations might initiate, as appropriate, an exchange of letters to constitute an agreement with each of the relevant States, including the Federal Republic of Yugoslavia (outside Kosovo), to regulate the status of UNMIK in transiting such States.

V. Voluntary contributions and trust funds

A. Voluntary contributions

(United States dollars)

		Value	
Government/organization	*Contribution*	*1 July 1999-30 June 2000*	*1 July 2000-30 June 2001*
Switzerland	Radio station	585 500	

B. Trust funds

(United States dollars)

	Receipts	*Expenditures*	*Pledged*
Trust fund to support the United Nations Interim Administration in Kosovo			
Cash contributions			
10 June 1999-30 June 2000	20 063 965	1 033 201[a]	7 375 634
Contributions in kind			
10 June 1999-30 June 2000			
Total			

[a] As at 4 October 1999.

VI. Contingent-owned equipment and self-sustainment

21. No budgetary provision is included for contingent-owned equipment or self-sustainment in the present report. However, it is possible that, at some point, it may be necessary to deploy some police as formed units. Should this happen, the related requirements will be met through the redeployment of approved resources.

VII. Staffing requirements

Proposed staffing

22. The proposed staffing table is set out below and provides for 702 Professional staff, 207 Field Service staff, 7 General Service (Principal level) staff, 311 General Service (Other level) staff, 42 Security Service staff, 3,566 local staff, 18 National Officers and 203 United Nations Volunteers.

23. The staffing requirements of the reconstruction and institution-building components, which are not being implemented by the United Nations, are not included in the table below. The staff needed to carry out those responsibilities will be provided by the European Union and OSCE.

	Professional category and above									General Service and related categories							
	USG	*ASG*	*D-2*	*D-1*	*P-5*	*P-4*	*P-3*	*P-2 P-1*	***Total***	*Field Service*	*Principal level*	*Other level*	*Security Service*	***Total***	*Local staff*	*National Officers*	*United Nations Volunteers*	***Grand total***
Office of the Special Representative of the Secretary-General																		
Proposed	1	1	5	11	13	31	34	6	**102**	-	-	36	-	**36**	73	-	-	**211**
Office of the Deputy Special Representative of the Secretary-General/Civil Administration																		
Proposed	-	1	9	21	51	217	179	-	**478**	-	-	179	-	**179**	2 075	6	-	**2 738**
Office of the Deputy Special Representative of the Secretary-General for Humanitarian Affairs																		
Proposed	-	1	1	-	2	9	2	3	**18**	3	-	2	-	**5**	20	-	-	**43**
Reconstruction[a]																		
Institution building[a]																		
Administrative																		
Proposed	-	-	1	2	10	26	42	23	**104**	204	7	94	42	**347**	1 398	12	203	**2 064**
Total *proposed*	**1**	**3**	**16**	**34**	**76**	**283**	**257**	**32**	**702**	**207**	**7**	**311**	**42**	**567**	**3 566**	**18**	**203**	**5 056**

[a] Staff to be provided by the European Union and the Organization for Security and Cooperation in Europe (OSCE), respectively.

24. A further breakdown of staffing requirements of UNMIK within each of the Mission's four budgeted components, namely, the Office of the Special Representative of the Secretary-General, the Office of the Deputy Special Representative of the Secretary-General for Civil Administration, the Office of the Deputy Special Representative of the Secretary-General for Humanitarian Affairs and the Division of Administration, is provided in annexes III.A, B, C and D, respectively.

25. The main features of each of the four components are described below.

A. Office of the Special Representative of the Secretary-General

26. As shown in annex III.A, the Office, in addition to the Office of the Resident Auditor and the Division of Administration, which are standard features in such a mission (the latter is described in annex III.D below), is comprised of the Office of the Special Representative/Principal Deputy Special Representative, the Planning and Coordination Section, the Office of Political Affairs, the Office of the Spokesman and Public Information, the Economic Policy Office, the Office of Gender Affairs, the Office of the Legal Adviser, the Human Rights Office, the Military Liaison Office and the Regional Liaison Offices (Skopje, Tirana and Podgorica). A description of the tasks, functions and staffing of each component are provided below.

Special Representative of the Secretary-General/Principal Deputy Special Representative

27. For ease of functioning and coordination as well as economy of scale the office functions as one entity and includes the immediate Office of the Special Representative, that of the Principal Deputy Special Representative and their joint servicing under the direction of the Chief of Staff. The Special Representative exercises the authority vested in UNMIK by the Security Council in its resolution 1244 (1999) which includes all legislative and executive powers, including administration of the judiciary over the territory and people of Kosovo. In view of the complexities of the Mission and the multifaceted tasks it performs, a Principal Deputy Special Representative is required to assist the Special Representative in directing and managing the Mission, and especially in ensuring substantive coordination and integration of the activities of the Mission's four pillars.

28. The Mission's overall administration and management has proved more complex than initially anticipated and it is therefore proposed to reinforce the immediate assistance provided to the Special Representative by having the Principal Deputy focusing on the coordination and integrated approach aspects of the Mission and to have a Chief of Staff in the immediate Office of the Special Representative who would provide the necessary support and assistance in all aspects of the administration and management of the Mission.

29. The staff of the Office provides direct liaison and servicing to the Kosovo Transitional Council, and liaison with other local representatives. Additionally, staff in the Special Representative's office maintain liaison with various components of the Mission as well as with non-governmental organizations. This allows the Special Representative to oversee tasks relating to the effective implementation of the Mission's mandate. The staff also assist the Special Representative and Principal Deputy Special Representative in providing assessments of the ongoing situation and analyses of events, in preparing reports to United Nations Headquarters (daily, weekly, monthly briefings) and in performing note-taking functions as well as other substantive and administrative support, as required. The Office also includes an external relations component which is charged with the organization of visits by foreign officials.

30. The combined Office of the Special Representative of the Secretary-General/Principal Deputy Special Representative is headed by a Chief of Staff (D-2), who has overall responsibility for the coordination of the activities of the Office and its eight major components. The Chief of Staff advises the Special Representative and the Principal Deputy on all matters related to the functioning of the Mission and is the focal point for all incoming and outgoing correspondence. The Chief of Staff and the members of his/her Office coordinate all activities related to the Special Representative/Deputy Special Representative and to the overall operation of the Mission, including external relations, meetings with foreign dignitaries, both in Pristina and abroad, and fund-raising for special projects. The Office comprises a Deputy Chief of Staff (D-1), a Principal Fund-raising Officer for Special Projects (D-1), a Senior Adviser to the Special Representative (P-5), a Senior Adviser to the Deputy Special Representative (P-5), each with an assistant at the P-3 level, whose role is to monitor the schedule of each of the senior officials and, more generally, to monitor their immediate office.

31. The Office also includes an external liaison officer (P-4) in charge of all meetings with foreign dignitaries, as well as relations with non-governmental organizations; two liaison officers (1 P-4, 1 P-3), in charge of the secretariat of the Kosovo Transitional Council and liaison with local political leaders; two liaison officers (1 P-4, 1 P-3), who ensure the proper channels of communication between UNMIK and Headquarters, and whose responsibilities include note-taking and preparation/coordination of all reports to Headquarters; and one

liaison officer (P-4) in charge of liaison with the Civil Administration pillar of the Mission, in particular, with regard to coordination of activities between that pillar and the various components of the Special Representative's Office.

32. The General Service component comprises six posts, namely, the personal assistants to the Special Representative and Deputy Special Representative, respectively, a secretary to the Special Representative, the senior secretary to the Chief of Staff and two secretaries who provide support to the Deputy Chief of Staff and all liaison officers. There are also eight Local level staff, namely, three assistants to the Special Representative, Deputy Special Representative and Chief of Staff, respectively, two typists for the Liaison Officers, two language assistants and one clerk to do filing and photocopying for the Office.

Planning and Coordination Section

33. The Section is involved in all matters relating to planning and coordination. In particular, it is actively involved in the work of the Joint Planning Group, chaired by the Principal Deputy Special Representative, which ensures consistency of plans between components, in particular, links between emergency relief and longer-term reconstruction activities, as well as between interim civil administration and institution building. The staff of this Section support the Principal Deputy Special Representative in the operation of the Joint Planning Group and in the implementation of specific tasks delegated to it. The Section is also in charge of coordinating activities and documentation regarding the Mission's medium and longer-term strategic planning. It is composed of a Chief of Section (P-5), a planning officer (P-4) and a coordination officer (P-3). Staff requirements also include a secretary (General Service (Other level)) and a Local level clerk/typist.

Office of Gender Affairs

34. The Office of Gender Affairs provides guidance on mainstreaming gender issues into the mandate and activities of the various components of the Mission. It designs and monitors the implementation of policies and programmes on those issues and, together with the United Nations Development Fund for Women, is the primary interface on gender issues with the local establishment and population. The Office is headed by a Director (D-2) who, in addition to directing the work of the Office and advising the Special Representative on gender policies and issues, has overall responsibility for the interface with the local and international establishment, including the institution-building pillar. It is composed of a Senior Gender Officer (P-5) in charge of policy and programme development and monitoring and a gender officer (P-4) in charge of implementation of policy and programme and contacts with the local population. There is also an assistant to the Director (General Service (Other level) and three local staff (1 secretary, 1 research assistant, 1 clerk/language assistant).

Office of the Legal Adviser

35. The Office of the Legal Adviser has a dual function. The main and entirely novel function is to provide legal advice to the Special Representative in connection with his mandate to establish an interim civil administration for Kosovo. The second function of the Office is to provide legal advice to the Special Representative and the UNMIK Administration on matters that arise in the establishment and operation of a peacekeeping operation. Consequently, it provides legal support to the pillars, particularly Civil Administration, as well as to the internal administration of the Mission. It advises the Special Representative on all legal aspects of the activities of the Mission and provides the necessary membership and legal advice to various boards and committees of the Mission dealing with administrative, financial or legal matters. The Office therefore covers all legal aspects, both

of the Mission itself and those related to Kosovo, except for operational judicial issues that are covered by the Department for Judicial Affairs of the Civil Administration pillar. The multifaceted and far-reaching functions of the Office are without precedent and consequently require a unique array of experienced legal advisers unprecedented in a peacekeeping mission.

(a) *Legal services related to the interim civil administration of Kosovo*

36. The provision of legal advice for the discharge of the mandate of the Special Representative to establish a civil administration for Kosovo will involve in essence the same range of tasks that a department of justice provides for a government. Such services include the drafting of regulations, or laws, the provision of advice on possible regulations and the interpretation of existing regulations, advice on and drafting of contracts and concessions to be entered into by the interim civil administration, etc. In addition, the Office of the Legal Adviser must maintain close liaison with the regional administrators and attorneys working in the regions who deal with the day-to-day problems of the civil administration of Kosovo. The Legal Adviser (D-2) is supported by a personal assistant (General Service).

37. Legal matters dealing with the Civil Administration of Kosovo are handled by a Division for Civil Administration, which consists of 13 attorneys headed by a Deputy Director (D-1) assisted by three senior legal officers (P-5) and 9 legal officers (4 P-4, 4 P-3 and 1 P-2). The Division for Civil Administration is divided into three main areas of activity: a Legislative Drafting Section, an Advisory Section and the Secretariat of the Joint Advisory Committee, each headed by a Senior Legal Officer (P-5).

38. The main area of activity, which requires the largest allocation of resources, is the drafting of regulations and provision of advice thereon. Regulations are the legal mechanism by which the Special Representative will establish the institutions that will form the interim civil administration of Kosovo. These regulations have the force of law in Kosovo and provide the legal framework within which the Special Representative is to discharge his mandate. The drafting of regulations is highly complex and time-consuming, since the regulations cover all areas of the law and require that the attorneys working on such a project act with experts to draft those laws. In addition, the Section will have to provide legal advice to all branches of Civil Administration in relation to the administration of Kosovo, for example in drafting regulations and contracts to enable the restarting of state enterprises. The Legislative Drafting Section will comprise five legal officers (2 P-4, 2 P-3) and one associate legal officer (P-2).

39. Allied to this main task of legislative activity is the general area of law reform where various groups in Kosovo are preparing texts of substantive laws to replace the laws in force. The texts relate to criminal law and procedure and when produced, they will be subject to review by international experts and by the Legal Adviser's Office, which will have to advise the Special Representative on whether or not to promulgate such laws. Another major function of the Section is to respond to queries and to provide legal assistance to the legal officers who are part of the interim civil administration in the five regional offices of Civil Administration. The Advisory Section comprises its chief (P-5) and two legal officers (1 P-4, 1 P-3).

40. In addition, one senior legal officer (P-5), assisted by a legal officer (P-3), acts as the secretariat of the Joint Advisory Committee on legislative matters, which is the local body of attorneys which reviews all regulations to be promulgated by the Special Representative and is also the primary local vehicle engaged in law reform. ,

41. The Division is supported by six General Service staff who provide general secretarial support, three in the Legislative Drafting Section, two in the Advisory Section and one in the Joint Advisory Committee secretariat. In addition, there is a need for local staff with some legal training in the region, since it is crucial to be able to have information concerning the laws that are currently in force in Kosovo, in order to advise on whether such laws should be replaced or reformed. It is also necessary to have a number of staff who are able to translate documents and comments received from the Joint Advisory Committee on legislative matters and other bodies on regulations submitted to them by the Special Representative. Eight staff will be needed to perform such functions: two to translate texts from Albanian to English and vice versa, two to translate texts from Serbian into English and vice versa and four to do research on local law and to provide interpretation services as needed when dealing with the local population.

(b) *Legal support to UNMIK as a peacekeeping mission*

42. The other division of the Office of the Legal Adviser deals with the traditional aspects of a peacekeeping operation, such as drafting contracts and agreements entered into by the United Nations, providing legal advice to the Administration, participating in Boards of Inquiry, and the local Committee on Contracts, dealing with claims against the United Nations and providing legal advice to the administration in connection with the running of the Mission. A Principal Legal Officer will head the division, assisted by five attorneys (2 P-4, 2 P-3, 1 P-2). Although the Division is small, it should be headed at the D-1 level, thus allowing it to function autonomously so that the attention of the Legal Adviser and his/her Deputy can be focused on the legal aspects of the civil administration of Kosovo, which is the primary mandate of the Mission.

43. The division is supported by three General Service staff (two secretaries and one legal assistant) and two local staff, to deal with translation from and to Albanian and Serbian.

Human Rights Office

44. In resolution 1244 (1999), the Security Council requested UNMIK to protect and provide human rights in Kosovo. The Senior Human Rights Adviser and his staff ensure that human rights are taken into consideration in all of the Mission's activities and ensure the compatibility with international human rights standards of regulations, directives and decisions issued by UNMIK. The Head of the Human Rights Office (D-1) maintains contact with other actors involved in human rights protection and promotion, particularly in the OSCE pillar, as well as direct contact with the local population. Through this office, the Special Representative is able to have up-to-date information on the human rights situation, as well as to ensure that human rights are at the forefront of decision-making and policy development. The Office includes a senior human rights officer (P-5) in charge of coordinating policy and activities with his/her counterparts in the institution-building pillar and the Office of the United Nations High Commissioner for Human Rights. Two human rights officers (1 P-4, 1 P-3) are in charge of monitoring policy implementation and collecting information on human rights issues throughout Kosovo. This information is presented in regular consolidated reports on all human rights issues to the Special Representative. The Office includes a secretary (General Service (Other level)) and three Local level staff, a research assistant, a clerk/typist and a clerk/language assistant.

Economic Policy Office

45. The Office plays a liaison and coordination role with the UNMIK-European Union and Humanitarian pillars with the former being in charge of reconstruction and economic

recovery. It also advises the Special Representative on issues related to economic development and social affairs. The main purpose of the Office is not to enact economic policies, but rather to coordinate and monitor with the UNMIK-European Union pillars developments in the economic sector. The Office is headed by a Principal Officer (D-1), who represents the Special Representative in all discussions related to economic issues and social affairs and thus interacts with both the European Union pillar and the Civil Administration pillar, in particular with the Department of Economic Affairs and Natural Resources. It includes: a senior economic affairs officer (P-5), who is involved with economic policy planning, both at the Kosovo level and with United Nations agency counterparts outside of Kosovo; two economic affairs officers (1 P-4, 1 P-3), who participate in the various inter-pillar and inter-agency meetings on economic and social affairs issues and provide the Special Representative with updated reports on the medium and long-term economic plans and programmes; and a secretary (General Service (Other level)) and three local staff (research assistant, 1 clerk/language assistant, 1 clerk/typist).

Office of Political Affairs

46. The Office provides support to the Special Representative of the Secretary-General through the collection and analysis of pertinent political information concerning local and regional developments, and provides advice to the Special Representative on the various political aspects of the Mission. It identifies potential sources of political and other concerns and advises the Special Representative on possible ways to manage or promote them. It prepares various reports on political matters, undertakes, on behalf of the Special Representative, contacts of a political nature with Ministries of Foreign Affairs in the context of visits of the Foreign Ministers concerned and prepares the necessary briefing notes for the Special Representative. The Director of the Office (D-2), who is the Principal Political Adviser to the Special Representative, has overall responsibility for consultation with Headquarters to assess political developments at the local, regional and international levels and their potential impact on the Mission. The Deputy Director (D-1) focuses on regional developments in the Balkans and interfaces with various regional political leaders and visiting foreign ministers and officials. The senior political officer (P-5) is responsible for the coordination of all political inputs for the preparation of the various reports on political matters, including those to the Security Council. Four political officers (2 P-4, 2 P-3) each specialize on local (1 officer), regional (2 officers) and international (1 officer) political issues and provide analysis and assessments on them. One political officer (P-4) is in charge of drafting reports on political issues emanating from the Office. There are three General Service staff (1 senior secretary to the Director and Deputy Director and two secretaries to the political officers) and four Local level staff (1 assistant to the Director, 1 clerk/typist, 2 clerks/language assistants).

Office of the Spokesman and Public Information

47. The Office of Public Information supports the mandate and structure of the Mission. The staffing and resources requested reflect the parlous state of Kosovo's communications infrastructure, the need to establish a presence throughout the territory and to operate effectively in at least two local languages (Albanian and Serbian). Its tasks include explaining clearly regulations and official administrative processes to the population, while promoting understanding and support for revitalized and new institutions in every sector, from law enforcement and the administration of justice to the regulation of economic activity and the day-to-day functioning of the civil administration. The Office of Public Information also sustains a steady flow of information to the Department of Public Information in New York and to the international media, including material for broadcasting, print and the

Internet, in order to promote public understanding of and support for the operation. In addition, it generates and coordinates the dissemination of information in cooperation with all other Mission components, in particular, the pillars and KFOR.

48. Finally, the Office monitors the local and international media, assesses coverage and reacts promptly to misinformation. To achieve these goals, the Office of Public Information is composed of the following sections: Office of the Director of Public Information/Spokesperson; Press Office; Radio and Television Section; Print Section; Media Monitoring Section; Internet Section; and Regional Information Offices.

49. The Director of Public Information develops public information policy and manages the overall public information and communications programme, in close coordination with all other UNMIK components, including municipal offices. He/she maintains particularly close collaboration with the OSCE Media Director regarding media development. The Spokesperson provides information support for the political role of the Special Representative and helps the local and international media in developing an accurate, in-depth understanding of the Mission and its goals, and keeping them informed of the Mission's progress. The Office consists of one D-2, one D-1, one P-4 and one General Service staff.

50. The Press Office prepares strategies and campaigns to create confidence between the Mission and society. The Office's activities, conducted throughout the territory, reinforce more conventional media activities and provide feedback, allowing UNMIK to assess the effectiveness of its information campaign and adjust messages and means accordingly. The Office is composed of three P-4, one P-3, one P-2, two General Service and five Local level staff, and includes a specialist in the history and culture of the peoples of Kosovo.

51. UNMIK's Radio and Television Section consists of a Radio Unit and a Television Production and Broadcasting Unit. Radio programming on the Mission's own radio station and on those of existing and new radio stations serving the province, is a central element of the information programme. Programming covers all aspects of UNMIK, as well as activities of other United Nations agencies, international organizations and non-governmental organizations operating in Kosovo. UNMIK radio programming is done in Albanian and Serbian, and in other languages, as required or deemed desirable. UNMIK television produces daily news and information programming for satellite broadcast in Kosovo on the full range of actions and issues addressed by the Mission, and for dissemination directly via international organizations represented in Kosovo and via the Department of Public Information in New York. The Section is composed of one P-5, three P-4, four P-3, two P-2, two General Service and 16 Local level staff.

52. The Print Section produces and organizes dissemination of printed products ranging from official statements and announcements, posters, pamphlets and stickers, and a regular newsletter or bulletin in Albanian and Serbian for distribution in and around Kosovo, containing practical and community-oriented information on the Mission's goals and activities. The Section also produces an English version of the newsletter to keep UNMIK personnel informed about developments in the Mission. A Photo Unit provides timely coverage and undertakes the essential task of visually documenting the work of the Mission. The Section is composed of one P-4, three P-3, one P-2, three General Service and three Local level staff.

53. The Internet is a crucial means of strategic and tactical communication for significant audiences in Kosovo, as well as a means for reaching a global audience. In cooperation with the Department of Public Information in New York, UNMIK provides up-to-date coverage

of the Mission's activities on the United Nations home page and through other appropriate Internet channels worldwide. One P-3 post is required.

54. The analysis of local, regional and international media is crucial in assessing the perception of the Mission and its performance, and for taking the measure of political trends in the region. In addition, the Media Monitoring Section ensures that United Nations programmes and information material placed in local or regional media are faithfully broadcast or reproduced. The Section consists of one P-3 and two Local level staff.

55. Active public information and mass communication at the municipal level are essential to the overall public information strategy of UNMIK. Well-equipped and mobile public information units are needed in each of the Mission's five regional offices in order to reach the significant number of Kosovo's people who live in rural areas and small communities, and internally displaced persons. The regional information offices are each composed of three P-4, three P-3 and six Local level staff.

Military Liaison Office

56. The Chief Military Liaison Officer and his staff, which includes military liaison officers, provide military advice to the UNMIK components, assist in assessing threats to the security of the international civilian personnel and provide advice on such matters to UNMIK and its partners. The Chief Military Liaison Officer (D-1) heads the office, ensures coordination with the three UNMIK liaison offices abroad and provides direct military advice and assessment to the Special Representative. The senior officer (P-5) is the Chief of the Situation Centre and directs all activities related to it. The four liaison officers (2 P-4, 2 P-3) manage the Situation Centre on a shift basis. The Centre itself is staffed by a component of military liaison officers, thereby ensuring its functioning 24 hours a day, 7 days a week.

Regional Liaison Offices

57. The regional liaison offices in Skopje, Tirana and Podgorica address and report on issues affecting the Mission and assist the Special Representative in his contacts with authorities in those capitals. The Liaison Offices in Tirana and Skopje are each headed at the D-1 level, while the post of the head of the Podgorica Liaison Office is at the P-5 level. The head of each Liaison Office represents UNMIK with local authorities and foreign ministries at those locations and deals with all matters which affect the functioning of the Mission, particularly as regards commercial and political issues. Each Liaison Office has a political officer (P-3) who provides analyses and assessments of the local political situation as it may affect UNMIK, *inter alia*, to the Office of Political Affairs via the Head of Office. Each Office also includes a secretary (General Service) and two Local level staff (1 clerk/language assistant, 1 driver).

B. Civil Administration

58. By resolution 1244 (1999), the Security Council authorizes UNMIK to provide civil administration for Kosovo through the performance of basic civilian administrative functions (para. 11 (b)). In describing the structure of the Mission in his report dated 12 July 1999, the Secretary-General states that the United Nations component will be in charge of civil administration (S/1999/779). In setting out its functions and main sectoral areas of responsibility, the Secretary-General states (para. 55) that the civil administration component would establish the multi-ethnic governmental structures essential for the sustainable

delivery of public services where and as long as required before transferring them to self-governing institutions established under a political settlement. The proposals presented under the budget are a reflection of those functions and areas.

59. In addition to the Office of the Deputy Special Representative, the current structure (see annex III.B) consists of three functional departments (Police, Judicial Affairs, Economic Affairs and Natural Resources Administration) and an administrative support department. There are also three secretariats (Education, Social Welfare and Labour, and Health), as well as the Municipal Support Services Unit and Firefighters, reporting directly to the Deputy Special Representative. The departments address issues where in addition to setting policy guidelines for the relevant sectors, Civil Administration requires adequate executive capacity to fill gaps where only rudimentary or no legitimate local structures exist. The secretariats cover those areas where bigger local structures are in place and the role of the interim administration is to provide authority and policy guidance, to ensure appropriate and non-discriminatory provision of services, as well as oversight over resources pledged by the international community. The secretariats are intended to be the first instances where local co-directors would be instituted, thus facilitating the transition to self-governing Kosovo institutions.

Office of the Deputy Special Representative of the Secretary-General

60. The Deputy Special Representative (ASG), as the head of the Civil Administration provides overall leadership, translates the policy goals set out in resolution 1244 (1999) into operations and performs oversight. He is supported by a Special Assistant (D-1). His office provides policy guidance to the departments and secretariats, monitors activities undertaken and reports on the results thereof.

61. The Director of the Office of the Deputy Special Representative (D-1) has overall responsibility for the management of the Office, assessment of the overall achievements of Civil Administration, analysis of trends, preparation of reports and other support functions, as required by the Deputy Special Representative. A Special Adviser (P-5) supports the Deputy Special Representative on specific policy and operations matters, performs planning, organization and control tasks that ensure the effective functioning of the Office of the Deputy Special Representative. An Executive Officer (P-4), under the supervision and guidance of the Director, manages the placement of personnel at the local and central levels; monitors staff tables of all departments, sections and local administration and ensures that policy goals are met through the selection and placement process; plans and organizes the recruitment of national civil administration personnel in line with the policy goals and administers entitlement schemes, including payment of stipends. Two liaison officers (1 P-4, 1 P-3) are responsible for effective interaction with all UNMIK entities and outside partners, including donor agencies and non-governmental organizations. Two National Officers support the Deputy Special Representative in his day-to-day interaction with local entities.

Regional and municipal administration

(a) *Regions*

62. Staffing for the five regions (5 Regional Administrators (D-2), 5 Deputy Regional Administrators (D-1) and with 28 additional Professionals for each, amounting to a total of 150 international substantive staff) replicates at the regional level the Headquarters civil administration departments and secretariats structure, in a coordinating and monitoring role in each of the respective substantive sectors, with the inclusion of one legal office per region. The Regional Administrators provide essential policy direction in implementing policies,

directives and programmes, particularly in the initial stages of deployment in the field. They are also the highest regional civilian authority representing the Special Representative and are de facto directing the region on his behalf in all aspects of civilian life.

(b) *Municipalities*

63. The UNMIK municipal administration teams are responsible for establishing and overseeing participatory structures for local government, and for conducting basic administrative functions at the municipal level. They also coordinate the activities of UNMIK components and maintain close liaison with KFOR with respect to security and law and order matters, at the municipal level.

64. The overall objective is to ensure the continuation or re-establishment of public services and administration at the municipal level in a non-discriminatory fashion, and to ensure as much participation as possible in municipal decisions and activities of all ethnic, political and social groups. UNMIK municipal administration teams, in close cooperation with OSCE, also contribute to capacity-building, through the preparation of administrative structures and the training of municipal employees with a view to ensuring democratic, efficient and decentralized local government in the future.

65. In the 29 municipalities, staffing levels envisage teams comprising an average of 6 Professionals each. A total of 194 staff are proposed, including 20 P-5, 65 P-4 and 109 P-3. Each team will be headed by a municipal administrator (equivalent of mayor) at the P-4 or P-5 level, depending on the size and complexity of the municipality, who oversees policy directives, interfaces with local structures and ensures the effective and non-discriminatory provision of services. Each team will typically comprise four civil administration officers (P-4/P-3) to oversee the main substantive sectors of the municipality and one civil affairs officer (P-4/P-3) dealing with the political aspects. Special local officers, whose roles are to focus on the protection and reconstruction of administrative services to minorities, are deployed in a number of municipalities. Building up and reinforcing the municipal structures is an essential priority for the Mission, since they constitute the basic institutional unit for a democratic and pluralistic future, where all citizens, irrespective of ethnicity, religion or ideology will be able to participate in the political and institutional life of Kosovo.

66. **The Municipal Administration Support Unit** ensures the uniform implementation of UNMIK's policies in all municipalities and is the focal point for communication between UNMIK headquarters and the regional and municipal administrations. It prepares policy options for discussion with the Deputy Special Representative for Civil Administration, assists in their implementation and monitors progress.

67. The Unit is directly supervised by the Deputy Special Representative for Civil Administration. It is staffed with one senior civil affairs officer (P-5), and one Policy Adviser (P-4). The Senior Civil Affairs Officer is responsible for the financial aspects of municipal administration, including the formulation of guidelines for revenue generation and, in collaboration with the reconstruction and development component of UNMIK, for the management of budgets allocated to the municipalities. The Policy Adviser is responsible for governance policies, including the institutional and organizational aspects of municipal administration and the relations between local and Kosovo-wide government. The Policy Adviser also ensures the overall coordination of the five regional administrations and the 29 municipalities with the Office of the Deputy Special Representative/Civil Administration.

Department of Administrative and Support Services

68. The Department of Administrative and Support Services is to plan, organize and control the implementation of the UNMIK budget and provide essential support services for civil affairs and public administrative functions for Kosovo. It comprises five sections: the Budget Section is in charge of overall budgetary policy of the spending departments of the central administration and municipalities, monitoring expenditures against allotments and exercising internal controls; the Finance and Payments Section is responsible for paying salaries and other budget-related expenses, such as operations, repairs and equipment; the Civil Service and Personnel Administration Section is responsible for the policy management and streamlining of the public service system; and the Procurement Section is responsible for the procurement of goods and services while ensuring compliance with policies and procedures established in cooperation with the European Union component of UNMIK. The Department also comprises a Documents Issuance and Control Services Section, which is charged with providing civil documents to all the people of Kosovo, setting up a credible and verifiable civil registry that will constitute the basis for the electoral roster and establishing a system for property registration. These are particularly complex problems, given the massive displacement of the population and the widespread violations of property rights that occurred prior to, and after, the armed hostilities.

69. In the absence of a functioning legitimate authority, the functions described above need to be executed directly by the interim administration through the Department. This requires a high level of managerial capacity, substantive technical expertise in formulating policies and ensuring accountability, and at least a minimal number of experienced technical staff. The Department is headed by a Director (D-2), who will also serve as the Deputy to the Deputy Special Representative. In that capacity, the Director is required to represent Civil Administration externally (i.e. with donors and civil coordination committees, etc.) as well as with various UNMIK coordination committees. The Director provides overall leadership and guides the general operations of the Department. A Deputy Director (D-1) is responsible for the day-to-day management of the Department, including close liaison with the Chief of Staff of the Office of the Special Representative and the Director of the Division of Administration. The Deputy Director is responsible for ensuring that UNMIK Civil Administration operations policies are in line with Regulations and Rules of the United Nations, including regulations issued by the Special Representative, and will be supported by a small team consisting of a Policy Adviser (P-5) who will perform overall operations planning functions and lead the formulation of operations procedures, and who will, in turn, be supported by a Policy Officer (P-4).

70. **Finance and Payments Section.** The Chief of the Finance and Payments Section (P-5) is responsible for planning, organizing and controlling all payments made under the "Kosovo" budget. He/she reports, through the Deputy Director of the Department to the Director, on policy issues, and coordinates payment action directly with the sections concerned. Two finance officers (P-4), two technical specialists for electronic data processing and payment and control systems (P-3) and one accounts officer (P-3) will support the work of the Section.

71. **Civil Service and Personnel Administration Section.** One major challenge for Civil Administration will be to move from a "stipend system" to wages and salaries. The Chief of the Civil Service and Personnel Administration Section (P-5) is responsible for planning and managing the overall work of the Section so that a Kosovo Civil Service along the lines of Security Council resolution 1244 (1999) is established.

72. Two technical matters need to be addressed, in particular: (a) transition arrangements for key sectors; and (b) establishment and implementation of conditions of service for public

sector employees. A small team of technical specialists (1 P-4, 1 P-3, supported by short-term consultants) will address specific policy, institutional and capacity issues. A second team (1 P-4, 2 P-3) will focus on the development of specific civil service remuneration schemes for all sectors of civil administration.

73. **Procurement Section.** The Chief of the Procurement Section (P-5) is responsible for managing the procurement of goods and services under the Civil Administration budget, interfacing closely with all Civil Administration sections. Operations, policies and procedures need to be developed by a policy officer (P-4) and implemented by procurement officers (1 P-4, 3 P-3).

74. **Budget Section.** The Chief of the Budget Section (P-5) is responsible for identifying the requirements of the spending departments, for coordination of the overall preparation and review of the "Kosovo" budget with the European Union-headed pillar in charge of economic reconstruction and development, including a central fiscal body. Following the approval of the budget, the Section Chief will be responsible for implementing budgetary policies and procedures, for the planning and overseeing of the execution of the budget. Two technical specialists (P-4) and three analysts (P-3) will support the Chief of the Section, addressing issues such as the revenues, fees and charges.

75. **Document Issuance and Control Services Section.** The Head of the Document Issuance and Control Services Section (D-1) formulates policy and manages the implementation of two functions, namely, the civil documents issuance and control function and property verification and claims. The Section is organized into two separate units, each under the responsibility of a Senior Documents Officer (P-5) and supported by two teams (2 P-4, 2 P-3, respectively).

Department of Police

76. The Department of Police provides interim law enforcement services and the rapid development of a credible, professional and impartial Kosovo police service. The Police Commissioner (D-2), who reports to the Special Representative through the Deputy Special Representative, is responsible for the overall planning and implementation of law enforcement services. A chief of staff (P-4), a legal officer (P-4) and a training officer (P-3) support the Police Commissioner technically and reinforce internal coordination.

Education Secretariat

77. The Head of the Education Secretariat (D-1) is responsible for managing the Secretariat and giving direction to the UNMIK education initiative, including the process of negotiating the new education policy framework. The Director reports to the Deputy Special Representative and is supported by an Administrative Assistant (P-3), who manages the Director's Office and supports the activities of the Director. There are two technical specialists (1 P-4, 1 P-5) in each of the three units responsible for primary and secondary schooling, higher education and culture. Their principal role is to support the ongoing administration of education and cultural activities, and to participate in and lead the policy and system development process in their specialist areas. In addition, there are five regional civil affairs officers (Education), one located in each region, with responsibility for direct liaison with the municipal education authorities and overall coordination of the system at the local and regional level.

Social Welfare and Labour Secretariat

78. The Head of the Secretariat (D-1) is in charge of the efforts aimed at reinstating the social insurance system (health insurance, unemployment insurance, social allowances), to elaborate a social welfare policy and to regulate the working conditions of labour. He/she will be working with the existing bodies in the field to help them to adapt their policies and structures to the new situation; to seek the outside expertise necessary for the development of suitable policies for the territory and to coordinate the actions of the non-governmental organizations in this field to ensure that their activities are in accordance with the policies adopted. Two senior officers (P-5) are responsible for social insurance, labour law and conditions and relations with the trade unions. Two Professionals (P-4) manage the matters concerning the unemployment and social welfare insurance. The Assistant to the Director is at the level of P-3.

Department of Economic Affairs and Natural Resources Administration

79. The Department of Economic Affairs and Natural Resources Administration (previously referred to as Public Administration/Civil Affairs (see S/1999/779)) has overall responsibility as regards the building up of local institutions and departments that are expected to become part of the future provisional self-government of Kosovo, in accordance with paragraphs 11 (a) and (b) of Security Council resolution 1244 (1999). The Department is headed by a Director (D-2) who reports to the Deputy Special Representative. The Director, in close cooperation with pillar IV of UNMIK and in consultation with representatives from existing local structures, is responsible for the formulation and implementation of economic affairs policies. The Director, *inter alia*, advises the Deputy Special Representative on global economic management policy and sector-specific implementation mechanisms; acts as Chair of Joint Civil Commissions; negotiates with representatives of the donor community and local administrative and political structures; supervises the activities of the seven section heads comprising the functional areas of (a) industry, (b) trade and commerce, (c) public utilities (electricity, water, waste disposal), (d) post and telecommunications, (e) transport (roads, air and rail), (f) agriculture and rural development, and (g) environmental protection; and is responsible for the preparation of weekly reports reflecting the ongoing activities and progress of the Department's seven sections. A Special Assistant (P-4), one Administrative Assistant (General Service), one National Officer and one Local level staff member support the Director.

80. **The Industry Section**. Within the competence of the interim civil administration and in close collaboration with pillar IV (reconstruction and development), the Section provides leadership, sets policies and oversees implementation for the industrial sector of the economy. It is managed by a Section Head (D-1), who has overall responsibility for development of policy, the management of the Section and advises the Director of the Department on industrial issues. The Section Head is supported by a senior economic affairs officer (P-5), who is responsible for implementation of economic policy in heavy and light industries. Two economic affairs officers (P-4) deal with heavy and light industries, attending to problems encountered by individual enterprises, including reintegration of the labour force and facilitation of the reactivation of viable existing enterprises. They also advise the Section Head on issues of property rights and claims relating to individual enterprises. One officer is responsible for the overall monitoring of the activities of the Statistical Office, including business registration. Two economic affairs officers (P-3) are directly involved in maintenance of the Business Registry throughout the territory of Kosovo. The Section is supported by five local staff working in substantive areas.

81. **The Trade and Commerce Section** provides leadership, sets policies and oversees the implementation of activities for the commercial sector of the economy, in very close collaboration with the Industry Section. It is managed by a Section Head (D-1) who has overall responsibility for policy development, the management of the Section and advises the Director of the Department and the Head of the Industry Section on trade and commercial issues. The Section Head is supported by an economic affairs officer (P-5), who is directly responsible for the implementation of policies in the trade and commercial fields. Taking into account that the main function of the interim civil administration in the economic field is to create favourable conditions for the reactivation and modernization of the Kosovo economy, this will inevitably demand the creation of an institutional and administrative environment best suited to this purpose. The Section Head and section staff work closely with the Industry Section in establishing a legal basis for a local Chamber of Commerce. Six economic affairs officers (3 P-4, 3 P-3) work in close collaboration with their colleagues in the Industry Section to address the problems of enterprises in priority sectors of economic activity in terms of technical assistance and donor coordination (in cooperation with pillar IV). The Section is supported by six local staff working in substantive areas.

82. **The Public Utilities Section** is responsible for policy leadership and implementation in matters regarding the provision of water, electricity and waste disposal, as well as the restoration of these basic public services, in close collaboration with pillar IV. The Head of Section (D-1) is assisted by a technical advisor (P-5) in coordinating the activities of three sectorial teams which concentrate their efforts, respectively, on water, electricity and waste management. A public utilities adviser (P-4) and a public utilities officer (P-3), in collaboration with the donor community, assess damage to the provincial and municipal water systems and set priorities for repairs. Another public utilities adviser (P-4) and public utilities officer (P-3), in collaboration with the donor community, assess damage to the provincial and municipal electrical grid and supply systems and set priorities for repairs. A third public utilities adviser (P-4) and a public utilities officer (P-3) coordinate the restoration of trash collection and disposal. The Section is supported by six locally recruited personnel.

83. **The Post and Telecommunications Section** is responsible for drafting and implementing policies and regulations relating to the restoration of postal and telecommunications services, in close collaboration with pillar IV. It is managed by a Section Head (D-1) who has overall responsibility for development of policy, the management of the Section and advice to the Director of the Department on issues relating to post and telecommunications. The Section Head is supported by a Technical Adviser (P-5) who is responsible for coordinating damage assessment and the implementation of policy for the restoration of services, in close collaboration with the donor community. This includes the creation of a public company, Post and Telecommunications in Kosovo, which will provide services and administer the assets of Telecom Serbia in the territory of Kosovo. Four project managers (2 P-4, 2 P-3) will concentrate, respectively, on post and telecommunications. Two complementary project managers (1 P-4, 1 P-3) will oversee essential training activities for the Post and Telecommunications in Kosovo, particularly in business and financial management. The Section is supported by six locally recruited personnel.

84. **The Transportation Section** is responsible for developing and implementing policy on matters relating to road, rail and air transport and promoting the rehabilitation and maintenance of roads, bridges, railways and airports, as well as public transport, in close collaboration with pillar IV. It is managed by a Section Head (D-1) who has overall responsibility for policy development, management of the Section and providing advice to the Director of the Department on issues relating to transport. The Head of Section is

assisted by a Chief of Transportation (P-5), who is responsible for coordinating the activities of the sectorial teams which concentrate their efforts, respectively, on roads and bridges, railways and civil aviation. Two transport advisers (P-4) and two transport officers (P-3), in collaboration with the donor community, assess damage to roads and bridges and set priorities for repairs. They also oversee the restoration of rail services and assist in the restructuring of railway management, including the streamlining of the workforce, assist local structures in developing the capacity to manage and operate the airport to accommodate commercial service, and identify training needs for the air traffic control system and coordinate donor activities in support of airport infrastructure. The Section is supported by five locally recruited personnel.

85. **The Agriculture and Rural Development Section** is responsible for the formulation of an agricultural policy and the creation of locally managed institutions in order to rehabilitate the farming system, develop forestry management and promote sustainable rural development. It is managed by a Section Head (D-1) who has overall responsibility for policy development, management of the Section and provides advice to the Director of the Department on agricultural and rural development issues. The Head of Section is assisted by a Chief Agricultural Adviser (P-5) in coordinating activities during the emergency phase field activities carried out by the Food and Agriculture Organization of the United Nations Emergency Relief Mission in collaboration with various non-governmental organizations. They are supported by a Livestock and Veterinary Officer (P-4) and a Statistical Officer (P-3). Efforts will focus on the long-term need to establish an agricultural institutional framework for Kosovo.

86. **The Environmental Protection Section** is responsible for policy development and implementation on matters relating to environmental issues, industrial pollution and the management of energy resources. It is managed by a Section Head (D-1) who has overall responsibility for policy development, management of the Section and provides advice to the Director of the Department on environmental issues. The Section Head is supported by a Chief Technical Adviser (P-5), who is directly responsible for implementation of policies in the environmental field. An Environmental Policy Adviser (P-4) is responsible for formulating strategies to encourage the adoption of those policies. An Environmental Protection Officer (P-3) formulates public information campaigns and other promotional strategies to enhance public awareness and promote implementation and compliance with the improved standards.

87. **The Secretariat for Health**. The Head of the Secretariat (D-1) has the overall responsibility for the management of human and financial resources of the Secretariat. He/she is responsible for the policy guidance for the development of the health services in Kosovo. The Administrative Officer (P-3) reports to the Director of the Secretariat and acts as his/her "Chief of Cabinet", preparing issues for his/her consideration and decision and for the review by the Joint Civil Commission for Health. He/she is the first-level supervisor of the General Service and local staff.

88. The Primary Health-Care Officer (P-5) is to provide primary health-care inputs into overall health policies and guidelines, translating them into plans of work and implementing those plans. He/she is responsible for advising the Mission on all matters pertaining to primary health care.

89. The Public Health Officer (P-5) provides public health inputs into the overall health policies and guidelines, translating them into plans of work and implementing those plans. He/she is responsible for advising the Mission on all matters pertaining to public health. In cooperation with the Institute of Public Health, he/she is responsible for designing and preparing an annual health report.

90. The Human Resources Development Officer (P-4) reviews the availability and quality of appropriate staff for delivering the necessary health services in Kosovo, developing a mechanism for validation of the qualifications of the current health personnel, identifying training needs of, and developing training programmes for, different categories of health personnel. He/she advises the Mission on all matters pertaining to education and training of health personnel.

91. The Health Economics Officer (P-4) is responsible for all matters pertaining to paying the health workers subsidies and salaries, developing a salary scale for the health-care sector, costing the health plan and preparing an annual health services budget. He/she advises the Mission on all matters pertaining to health economics, particularly the health-care budget.

Department of Judicial Affairs

92. In accordance with Security Council resolution 1244 (1999), relevant laws and UNMIK regulations, the Department assists in the re-establishment of and provides support for structures essential to the delivery of judicial services and the enhancement of legal safeguards for all persons in Kosovo. The Department is headed by a Director (D-2), who reports to the Deputy Special Representative and is responsible for leading, supervising and coordinating the work of the Department. The Director is also a member of the Advisory Judicial Commission.

93. **Prosecution Services and Court Administration Section**. Under the supervision of the Director of the Department of Judicial Affairs, the Chief of Section (D-1) assists in the formulation of policies affecting the work of the Department, and for the execution of its mandate, namely: participating in the review and formulation of training programmes for judicial personnel; assisting in the work of the Advisory Judicial Commission, Technical Advisory Commission on judiciary and prosecution service and defence bar. The staff of the Section also includes a Senior Penal Officer (P-5), an assistant to the Director (P-4) and an adviser (P-4) on matters such as the territorial subject matter jurisdiction of existing courts, and two legal officers (P-3).

94. **Penal Management Section**. Under the supervision of the Director of the Department of Judicial Affairs, the Chief of Section (D-1) assists in the formulation of policies affecting the work of the Department, and for the execution of its mandate. A senior legal officer (P-5) assists the Head of the Section in coordinating the review and processes for reform of local laws. A training officer (P-4) assists in the development of training programmes for all correctional personnel. There are two legal officers (P-3) and an administrative assistant to provide administrative liaison to the Section as well as support for the maintenance of files and records.

C. Humanitarian Affairs

95. The overall responsibility of the Deputy Special Representative for Humanitarian Affairs in Kosovo is a very broad one. In addition to encompassing responsibilities for coordinating the activities of all United Nations agencies as well as over 200 non-governmental organizations in the humanitarian sector, humanitarian activities are treated as part of the broader context of rehabilitation and reconstruction. The Deputy Special Representative is therefore also responsible for putting into place structures that permit the elaboration of an integrated approach to ensure that the essential needs of the population are met in the period between the phasing out of the relief activities and the beginning of reconstruction and development. This requires significant coordination, policy and planning

efforts with a large range of actors, including the three other pillars of UNMIK, international organizations, donors and non-governmental organizations. A Deputy (D-2) to assist the Deputy Special Representative direct, manage and coordinate this broad task is considered essential, as is an executive assistant (P-2), who will be responsible for receiving, filtering and managing all incoming correspondence.

96. With over 200 humanitarian non-governmental organizations currently operating in Kosovo, many of whom are bilaterally funded rather than through United Nations humanitarian agencies, a key aspect of the Deputy Special Representative's responsibilities is to coordinate and facilitate information exchange with donors on projects under way. As part of this process, the Deputy Special Representative chairs a weekly Inter-Agency Standing Committee meeting which includes key bilateral and multilateral donors. The role of the Senior Adviser on Donor Relations (P-5) would be to ensure in this complex environment that bilateral humanitarian projects are adequately reported on and coordinated, to ensure that all needs are covered, that there is limited duplication and no needs left uncovered. The adviser will also be responsible for identifying funding needs relevant to the broad humanitarian sector and addressing these to donors, as well as ensuring that multilateral donors of all projects in the humanitarian sector are kept informed of ongoing projects and additional needs.

97. In order to meet the essential needs of the population after the phasing out of relief activities and the beginning of reconstruction and development, it is planned to establish an inter-agency policy planning mechanism. With the objective of ensuring coherence and continuity of humanitarian assistance, as well as linkages with reconstruction and civil administration activities, this mechanism will contribute in the humanitarian area to the Mission's overall planning, define respective responsibilities and contributions in consultation with donors and the rest of the humanitarian community, and facilitate and promote continuous exchange of information on rehabilitation. The policy planning officer (P-4) will be responsible for devising and setting up the policy planning mechanism, and servicing it once established. In addition, a humanitarian affairs officer (P-4) will coordinate rehabilitation activities to returnees and vulnerable groups and ensure the coherence and the continuity of humanitarian assistance. This officer will define responsibilities and contributions among the humanitarian community and facilitate and promote the continuous exchange of information on rehabilitation.

98. The protection of and assistance to minority groups inside Kosovo is incorporated in the brief of the Deputy Special Representative for Humanitarian Affairs. There are important political, legal, security and human rights elements of minority protection. The role of the Adviser on Minorities (P-4) will be to formulate, coordinate and implement a comprehensive strategy to address the protection and assistance concerns of minorities in Kosovo, in coordination with other relevant actors such as OSCE, the United Nations Civilian Police and KFOR. The Adviser will also plan and implement confidence-building and reconciliation activities, to design longer-term strategies and support a legal reform process for the protection of minorities.

99. The role of the gender and social policy officer (P-4) will be to ensure that special categories in need of humanitarian assistance not necessarily falling within the mandate of UNHCR (returnees or refugees) receive the protection and assistance they need. The adviser would focus, in particular, on categories such as women, female-headed households, minority communities, the elderly, the handicapped and other groups requiring attention from a social welfare/social policy perspective. The adviser would also be responsible for coordinating the activities for all agencies in the humanitarian sector to ensure that the needs of all vulnerable groups were adequately addressed and that there were no gaps.

100. Broad coordination of the international effort to deal with the threat posed to the civilian population by landmines and unexploded ordnance falls under the responsibility of the Deputy Special Representative for Humanitarian Affairs. It is therefore important that the Deputy Special Representative is well briefed on matters relating to demining activities, and it is proposed to create a post for an adviser on demining (P-4). While in no way micro-managing the activities of the United Nations Mine Action Coordination Centre, the adviser on demining will also monitor the efforts of the Centre so that the Deputy Special Representative can provide it with broad support within the United Nations system, with relevant actors such as KFOR, the donor community and the media. The adviser will also ensure proper coordination with other relevant UNMIK pillars and humanitarian agencies. The Mine Action Coordination Centre was established in Kosovo to promote mine awareness, coordinate and conduct humanitarian demining operations and maintain databases on landmines and unexploded ordnance in the mission area, so that refugees and internally displaced persons may return to their homes safely, and for UNMIK to perform its mandated activities free of the dangers associated with landmines and unexploded ordnance. The Mine Action Programme formulated for Kosovo will be implemented under the leadership of the humanitarian pillar. The Mine Action Coordination Centre is headed by a Programme Manager (P-5) responsible for all personnel, equipment and operations of the Centre, and directs and supervises the work of its staff in close consultation with the Mine Action Service in Headquarters. The Programme Manager will be assisted by a deputy (P-4), who will support the establishment of a mine-action framework within Kosovo, including the development of the overall Mine-Action Programme and associated work plan. The deputy will assist in the development of an information management system for all data related to mines and unexploded ordnance, implement quality assurance, maintain liaison with the security presence and coordinate mine-awareness education activities. A mine information officer (P-4) will support the activities of the Centre in the maintenance and application of computerized information systems and databases on landmines and unexploded ordnance in Kosovo, and will serve as the focal point for United Nations and non-governmental organizations seeking information on the location of landmines and unexploded ordnance. An external relations officer (P-4) will manage public information activities of the Mine Action Coordination Centre and mine-awareness activities in Kosovo through the development and implementation of a public relations plan, strategy and work plan; conducting mine-awareness education activities; and acting as spokesperson for the Centre. Under the supervision of the External Relations Officer, a mine awareness officer (P-3) will conduct mine-awareness training for UNMIK staff, develop and implement a training programme for local government personnel and assist in the development of public relations material. A Chief of Operations (P-4) will coordinate, control and monitor mine-action operations in Kosovo; investigate accidents; establish appropriate drills and procedures for manual, dog and mechanical demining and minefield marking; and supervise contracts with commercial demining firms and non-governmental organizations. The Chief of Operations will be supported by an operations officer (P-3), and two associate quality assurance officers (P-2), who will develop and implement a quality assurance programme to ensure that international technical and safety standards for humanitarian demining are fully complied with in UNMIK.

D. Division of Administration

101. The Director of the Division of Administration has overall responsibility for the management of human and financial resources and the support operations of UNMIK, and advises the Special Representative of the Secretary-General on internal administrative

management issues. He/she supervises the activities of Administrative Services and Technical Services, as well as the individual units for Aviation Safety, Medical Services, United Nations Volunteers Support, Trust Fund, Budget and Cost Control, Security and Regional Management Group. The Director implements United Nations administrative policies and procedures, provides advice, monitors performance and provides necessary internal controls. The Director is proposed at the D-2 level, to be supported by a Senior Administrative Officer (P-5), an Administrative Officer (P-4), a General Service and three Local level personnel.

102. **The Aviation Safety Unit** is responsible for advising the Mission on all matters relating to the safe operation of aircraft, especially accident prevention. The Chief of Unit monitors the utilization of aircraft, advises the Logistics Operations Centre in Technical Services on aviation safety and ensures that safety directives or recommendations are thoroughly carried out in all aviation activities. The Unit implements in the UNMIK and UNMIBH mission areas the Headquarters Aviation Safety system for reporting, investigating, collating, studying and analysing aircraft accident and incident data, promotes safety training and disseminates lessons learned from other field missions. Two helicopters and one fixed-wing aircraft are operated by the Mission. The Unit will be staffed by two Aviation Safety Officers (1 P-4, 1 P-3) and one Local level personnel.

103. **The Medical Service** of UNMIK will be responsible for the health, medical care and welfare of the UNMIK personnel, comprising international and local personnel, United Nations Volunteers, military liaison officers and civilian police. The Chief Medical Office of UNMIK provides technical advice and ensures that staff are fit to perform their functions. The Chief of the Unit is proposed at the P-5 level and will be supported by four Local level personnel and four United Nations Volunteers.

104. **The United Nations Volunteers Support Unit** will administer and coordinate the assignment of 200 United Nations Volunteers in UNMIK. The Unit will be headed by an Administrative Officer (P-4), who will be supported by one General Service and one Local level staff, as well as three United Nations Volunteers. The United Nations Volunteers Support Unit will organize working facilities, coordinate assignments, monitor activities and provide administrative support for the United Nations Volunteers in UNMIK.

105. **The Budget and Cost Control Unit** is responsible for implementing budgetary policies and procedures, monitoring implementation of the approved budget, reporting on budget performance and the coordination of the preparation of the peacekeeping budget. Unit personnel will advise the Director of Administration on all aspects of budgetary control, reporting and implementation and will support the Director in preparing for meetings during review of the budget. The Unit is comprised of one Administrative Officer (P-4), one Administrative Officer (P-3), three General Service and four Local level staff members.

106. **The Regional Administrative Group** will coordinate administrative activities at each of the four regional offices outside Pristina. Each regional office will be headed by an Administrative Officer (P-3), and eight Field Service and eight Local level staff will be distributed among the offices.

107. **The Security Section** is responsible for the security and safety of UNMIK personnel and property in the mission area, and coordinates security arrangements with other United Nations agencies and organizations and non-governmental organizations operating in Kosovo in accordance with prescribed policies. The level of staffing of the section is commensurate with that of the Mission and the number of physical locations. The Office of the Chief Security Officer is headed at the P-4 level, with a Deputy at the P-3 level,

supported by three General Service and three Local level personnel. The Section is composed as follows:

(a) *The Security Information and Coordination Cell* will provide 24-hour coordination of security activities in the mission area, conduct emergency drills and develop and implement the security plan for the evacuation of mission personnel in the event of an emergency. The proposed staffing of the Coordination Cell is one Security Officer (P-3), one Security Service, two General Service and one Local level staff;

(b) *The Patrol and General Duties Unit* will oversee the presence of the Security personnel at offices staffed by UNMIK substantive and administrative personnel, and will conduct operations 24 hours a day, 7 days per week;

(c) *The Protection Unit* provides security to the Special Representative and the Principal Deputy Special Representative on a 24-hour basis, and it is proposed that it be staffed with one security officer at the Professional level, one General Service and eight Security Service personnel.

108. **Administrative Services**. Under the direct supervision of the UNMIK Director of Administration, the Chief of Administrative Services is responsible for the coordination and the effective delivery of internal administrative services to the personnel of UNMIK. Grouped under this service are the areas of human resources, financial, procurement and general services management. It is proposed that the office be headed by a Principal Officer (D-1), who will be supported by an administrative officer (P-4), a Field Service officer, one General Service and one Local level staff member.

109. **The Finance Section** will record and maintain the UNMIK accounts; monitor and approve expenditures; ensure proper application of the Financial Regulations and Rules of the United Nations; ensure timely and effective payments to vendors, staff, civilian police and military liaison officers; ensure that cash requirements are met through remittances to the field and Headquarters bank accounts; and coordinate actions for payment of life and health insurance premiums. The Chief of Finance will provide advice to the Chief of Administrative Services and the Director of Administration on financial matters and the disposition of assets. The Chief of Finance is proposed at the P-5 level, and will be supported by three finance officers (P-4), who will be responsible for the Accounts Unit, Payroll Unit and the Vendors Unit, respectively. The Chief of Section will also be supported by one General Service and one Local level staff. The Section is composed as follows:

(a) *The Accounts Unit* will be responsible for maintaining, recording and producing accurate and timely periodic financial information on UNMIK operations within the approved mandate. Reports will be reconciled with bank statements. The Unit will control accounts payable and receivable for staff members and vendors. The Chief of Accounts will be supported by one associate finance officer (P-2), one General Service (Principal level), five General Service and five Local level staff;

(b) *The Payroll Unit* will be responsible for disbursements in respect of the monthly payroll and will calculate and effect payments to staff for locally paid salaries and entitlements. Payments will be effected to military personnel and civilian police, and in support of other United Nations entities. The level of staff under the Chief of Unit is commensurate with that of the Mission, and consists of two General Service (Principal level), six General Service (Other level), and 12 Local level personnel;

(c) *The Cashier's Unit* will record, secure and disburse funds in the form of cash, wire transfers and check in the mission area. The Unit will analyse and produce cash flow requirements to ensure liquidity, and will monitor and maintain levels of impress and petty

cash accounts. The Cashier will be a finance officer (P-3), who will be supported by four General Service and four Local level staff;

(d) *The Vendors Unit* will receive invoices, effect payments and liquidate obligations and replenish impress accounts. The Unit will be headed by a finance officer (P-4), one associate finance officer (P-2), five General Service and 10 Local level posts. Each of the four regional offices outside Pristina will have a Field Service staff member and two local staff to provide support in the area of financial management. These staff will approve and effect disbursements to staff and civilian police at the regional offices. At the Skopje office an associate finance officer (P-2) will be in charge, supported by one General Service and one Local level staff member owing to the significant procurement activities in the area.

110. **Personnel Section**. The Personnel Section will provide integrated personnel management services to the Mission in the planning, administration, recruitment and training of its human resources. The Chief of the Section, a Senior Personnel Officer (P-5), will advise the Mission on human resources issues in such areas as information management, compensation, upgrading of skills, staff-management relations, classification, circulation of vacancies, counselling and the application of the Staff Rules. The Chief of Section formulates policies and procedures to improve personnel administration in the Mission, represents the administration on joint staff/management bodies, participates in the work of local subsidiary promotion panels; maintains close contact with section chiefs and civilian and military supervisors and advises on staff problems and welfare, undertakes consultations in connection with promotion reviews, advises military personnel on procedures to be followed in matters concerning civilian staff under their supervision and develops, monitors and reviews job descriptions. The Office of the Chief of Personnel will consist of three General Service staff and four Local level personnel.

(a) *The International Personnel Staff Unit* will be headed by a personnel officer (P-4) under the supervision of the Chief of Section. He/she will be responsible for the administration of the international staff assigned to UNMIK. The Chief of Unit will advise international staff on their entitlements, contractual obligations, salaries and allowances and will ensure consistent application of the United Nations Staff Rules within the delegated authority of the Mission. In addition, the Chief of Unit will advise Civil Administration on the entitlements of UNMIK civilian police and military liaison officers with regard to leave and compensatory time off. The Chief of Unit will be supported by a personnel officer (P-3), two Field Service personnel assistants, one General Service (Principal level), six General Service (Other level) and five Local level staff.

(b) *The Local Staff Unit* will be headed by a personnel officer (P-4), who will be responsible for recruitment and staff administration of the local staff and National Officers assigned to UNMIK. The Chief of Unit will advise local staff on their entitlements, contractual obligations, salaries and allowances, and will ensure consistent application of the United Nations Staff Rules within the delegated authority of the Mission. The Chief of Unit will be supported by a personnel officer (P-3), 1 General Service (Principal level), 7 General Service (Other level) staff and 12 Local level personnel assistants. Given the difficult nature of the conflict in Kosovo, a Staff Counsellor (P-4) is proposed to serve both international and local staff, civilian police and United Nations Volunteers. The Staff Counsellor will be assisted by one Local level staff. Each of the four regional offices will have one Field Service personnel and one local personnel assistant assigned to the area of personnel administration and management in the regional offices outside Pristina.

111. **Procurement Section**. The Procurement Section will ensure the coordinated, efficient, effective and economical delivery of goods and services to the Mission. The Chief of Section will be a Senior Procurement Officer (P-5), supported by eight procurement officers (2 P-4,

5 P-3, 1 P-2). As a very large undertaking in peacekeeping, UNMIK will require a substantial volume of goods and services. The Chief of Section will programme procurement for the Mission in cooperation with the requisitioning officers, and will maintain close liaison with the Logistics and Communications Service of the Field Administration and Logistics Division in the Department of Peacekeeping Operations. The Section will be supported by 16 General Service and 15 Local level procurement assistants, clerks and secretaries.

112. **General Services Section**. The Office of the Chief of General Services coordinates the delivery of travel, mail operations, reproduction services and performance of the receiving and inspection and property control functions for the Mission, and provides overall supervision of the eight component units of the Section. The Chief of Unit is an administrative officer (P-5), supported by an Administrative Officer (P-4) and one Local level staff member. The Section is composed as follows:

(a) *The Language Unit* will provide language interpretation and translation services to UNMIK. It will be headed by a Conference Services Officer (P-4), supported by a Conference Officer (P-3), 2 Local level staff and 12 National Officers who will serve as interpreters and translators. The National Officers will provide simultaneous interpretation Albanian-English/English-Albanian and Serbian-English/English-Serbian. It is envisaged to have two interpretation booths freelancing along the same lines (two-way) as the existing Chinese and Arabic booth at the United Nations. In addition, the interpreters will freelance as official translators/revisers for all UNMIK texts. The two conference officers, in addition to managing the language unit, will be involved in the substantive aspects of the recruitment of all translators (legal) and language assistants, so as to ensure consistency and standardization of approach in the determination of required qualifications and recruitment of such staff;

(b) *The Property Control and Inventory Unit* is responsible for conducting the physical inventory and the effective control over the physical assets of the Mission. It is headed by an Administrative Officer (P-4) and supported in Pristina by two administrative officers (1 P-3, 1 P-2) and six local staff members. Under the supervision of the Chief of General Services, the Unit establishes and maintains the inventory list of all United Nations-owned equipment, maintains and updates records of non-expendable and controlled items of United Nations property held on charge by the Mission at all locations, records equipment owned by formed police units arriving in and departing from the mission area; prepares monthly reports on all non-expendable equipment and year-end inventories of United Nations-owned equipment, prepares list of items to be written off for the Property Survey Board and arranges for the disposal of assets. Property Control and Inventory Units will be created in each of the five regional offices, including Pristina, and will be composed of one Field Service and two Local level staff;

(c) *The Registry and Archives Unit*, headed by an Administrative Officer (P-4) and three local staff, coordinates the handling of official correspondence in the Mission, including the retention of documentation, classification, filing, retrieval, and the processing of applications for copies of documents and processing of documentation, in addition to the maintenance of the records of the general services section;

(d) *The Travel Unit*, headed by an Administrative Officer (P-3), will coordinate and manage the travel requirements of UNMIK and ensure the provision of quality air transportation by the most direct and economical routes, in full adherence to established guidelines and United Nations procurement procedures. The Unit will assist in obtaining required travel documents and will assist in special circumstances relating to UNMIK, such as the clearance of firearms in the case of travel of United Nations Security personnel and

civilian police, where appropriate. The Chief will be supported by an Associate Administrative Officer (P-2) and nine Local level personnel. The Unit will have a subunit at the UNMIK Office in Skopje;

(e) *The Mail and Pouch Unit*, headed by an Administrative Officer (P-3), is responsible for the distribution of official correspondence and the preparation of items for forwarding to Headquarters and other locations via diplomatic pouch. The Chief of Unit will be supported by an Associate Administrative Officer (P-2) and 20 Local level staff;

(f) *The Claims Unit* is headed by an Administrative Officer (P-3). The Chief of the Unit acts as the Secretary of the Local Property Survey Board and as Secretary of the Claims Review Board and will be supported by three associate claims officers (P-2), two Field Service, two General Service (Principal level), one General Service (Other level) and four Local level staff members;

(g) *The Reproduction Unit* is headed by a Field Service Officer and supported by seven local staff;

(h) *The Receiving and Inspection Unit*, responsible for acknowledging receipt of United Nations-owned equipment and for verifying in consultation with the technical components that the equipment delivered is in accordance with the specifications requested, is headed by an Administrative Officer (P-4), supported by an administrative officer (P-3), an associate administrative officer (P-2), four Field Service and 20 Local level staff.

113. **Technical Support Services**. Under the direct supervision of the Director of Administration, the Chief of Technical Services provides overall planning, guidance and coordination in the delivery of technical, logistical and operational services and provides specialist advice on technical and logistical matters to the Mission. The Chief of Service is a Principal Officer (D-1), supported by an administrative officer (P-4), one General Service and one Local level staff.

114. **Logistics Operations** is headed by a Logistics Officer (P-5), who, under the supervision and guidance of the Chief of Service, coordinates and prioritizes the requisitioning of the delivery of logistical services, especially urgently required logistical support, under the responsibility of the component units of Technical Support Services. The Chief of Logistics Operations is supported by four logistics officers (1 P-4, 3 P-3), three associate logistics officers (P-2), five Field Service, two General Service and 12 Local level staff.

115. **The Memorandum of Understanding and Contract Management Unit** will ensure that any equipment provided to the Mission by formed police units is utilized in accordance with the relevant memorandum of understanding and that reimbursement is made in the most economical and transparent manner. The Unit will also be responsible for commercial contract management and will coordinate with the various units of the Division to ensure that stipulated delivery schedules of goods and services contracted by the Mission are fully adhered to, and will advise the Director of Administration with a view to ensuring that contracts yield the maximum economic benefit to the Mission. The Chief of the Unit will be an Administrative Officer (P-3), supported by two Field Service and two Local level staff.

116. **The Air Support Unit** will coordinate the efficient utilization of aircraft obtained by the Mission through Letters of Assist and commercial contracting. The current budget provides for two heavy utility helicopters and one fixed-wing aircraft. The Unit will be headed by a Logistics Officer (P-4), supported by a logistics officer (P-3), six Field Service, one General Service and 16 Local level staff.

117. **The Movement Control Unit** will control and coordinate the deployment, rotation and repatriation of UNMIK staff and civilian police, including equipment and personnel effects, through management of air, sea and ground transport requirements. The Unit will be headed by a Logistics Officer (P-4), supported by an administrative officer (P-3), six Field Service, one General Service and 20 Local level staff.

118. **The Supply Section** is responsible for the administration and management of food, rations, water, supplies and petrol, oil and lubricants, and ensures timely and efficient delivery of supplies and equipment to the civilian and police components of UNMIK. The Section is headed by a logistics officer (P-4), who is supported by 7 Field Service personnel and 23 Local level staff.

119. **The Engineering Service** will provide effective and efficient planning, management, construction, refurbishment, maintenance and operation of premises for UNMIK offices, facilities, civilian police stations and substations, border posts, as well as accommodations for the formed units, should these be deployed to Kosovo. The Service is headed by an Engineer (P-5), who will supervise the work of the Buildings Management Section, the Regional Engineering Section, the Technical Support Unit, the Special Projects Unit and the Material Control Unit. The Chief of Service will be supported by two engineers (P-3), four General Service and 10 Local level staff. The Service is comprised as follows:

(a) *The Buildings Management Section* will be headed by an Engineer (P-4), who will supervise the work of the Store Unit, the Camp Services Unit and four Buildings Management Units, each of which will provide basic services to separate physical locations of UNMIK. Two Engineers (P-3) and seven Field Service staff will be assigned to this area. A total of 178 Local level staff will perform such functions as supervisor, foreman, carpenter, plumber, electrician, painter, mason, mechanic, gardener, handyman, metalworker, locksmith, heating plant technician, cleaner, storeman and forklift driver and receptionist;

(b) *The Regional Engineering Operations Section* will be responsible for basic facilities management services in the locations outside Pristina and will be headed by a staff member at the P-3 level, who will coordinate the work of 80 Local level personnel and 3 General Service staff members;

(c) *The Special Projects Unit* will be headed by an Engineer (P-3) and is responsible for the design, documentation and supervision of construction projects. The Chief of Unit is supported by 2 Field Service personnel and 41 Local level staff, who will perform the functions of architect, civil engineer, property manager, draughtsman and power, fuel and waste engineer;

(d) *The Technical Support Unit* will be headed by an Engineer (P-3), who will be responsible for planning, management, repair, and maintenance of generated power, electrical installations and air-conditioning and heating equipment. The Chief of Unit will be supported by 2 General Service, 5 Field Service and 32 Local level staff;

(e) *The Material Control Unit* will be headed by an Engineer (P-3), who will be responsible for management, control and requisitioning of all equipment, stores and supplies. The Unit will comprise 22 Local level staff members.

120. **Electronic Data-Processing Section**. The Section will be responsible for planning, systems analysis, design, programming and implementation of office automation throughout UNMIK. The Chief of Section, an Information Systems Officer (P-4), will coordinate with other offices and components of the Mission, United Nations agencies acting in cooperation with UNMIK in Kosovo and the Logistics and Communications Service at Headquarters regarding policy issues, equipment, software and standardization, installation of computer

equipment, networks and software applications, systems support and maintenance, organization of personal computer (PC) users' training, including demonstrations and seminars on computer equipment and software applications, and preparing specifications and analysing requirements for modification and integration of existing computer applications. The Chief of Section will be supported by 2 information systems officers (P-3), 2 associate information systems officers (P-2), 16 Field Service, 2 General Service and 31 Local level personnel.

121. **Communications Section**. The Section will plan, establish, operate and maintain a voice communications infrastructure in Kosovo. The level of staffing of the Section is commensurate with the task of establishing a communications network, given the state of the local communications infrastructure following the armed conflict in Kosovo. The Chief of Section (P-5) is responsible for the overall administration and management of communications networks and infrastructure for the Mission and the interface with Headquarters and the other United Nations organizations and agencies requiring inter-connectivity with UNMIK. The Chief of Section formulates and executes plans to meet all communications requirements for the Mission, and supervises internal and external access to United Nations communications networks in compliance with United Nations operational procedures to ensure accountability and recovery of relevant costs for all connectivity provided. An appropriate number of personnel in the Section are assigned responsibility for the control of assets and accounting for the use of commercial communications services with a view to assigning costs and recovering charges in a timely and accurate manner. The Section includes individual teams of technicians at the different locations, including the four regional offices outside Pristina and the UNMIK offices in Skopje and Tirana. The teams at each of the regional offices comprise five Field Service personnel, for the functions of coordinator, radio technician, telephone technician, satellite technician and assets management, in addition to eight local staff. Three of the local staff members are telephone operators, providing telephone services to the Mission 15 hours per day. Each team is expected to provide support to approximately 1,000 users of hand-held radios and telephones. The Assets Management personnel will be responsible for proper internal billing of usage of communications systems and for ensuring recovery of costs.

122. **The Transport Section** is responsible for monitoring and ensuring availability and suitability of vehicle transport service to enable the various components to perform their functions and for overall supervision of the control and maintenance of vehicles. The Chief Transportation Officer (P-5) supervises the formulation of the Mission's transport safety and maintenance rules and regulations and those on safe driving, establishes motor transport standards and control procedures to increase efficiency in vehicle utilization and maintain minimum operation costs, assigns drivers, prepares cost estimates of vehicle spare parts, equipment and manpower, and manages the Section's expenditures from the approved budget. The Chief Transportation Officer is supported by Field Service personnel in charge of the areas of dispatch, workshop, stores and fuel. A Field Service staff member serves as deputy to the Chief Transport Officer. One General Service, 35 Field Service Officers and 242 Local level staff are assigned to the section. It is proposed that a total of 2,977 vehicles be purchased for the Mission, which will require the services of approximately 120 drivers and 60 mechanics.

Annex I

Cost estimates for the period from 10 June 1999 to 30 June 2000

A. Summary statement

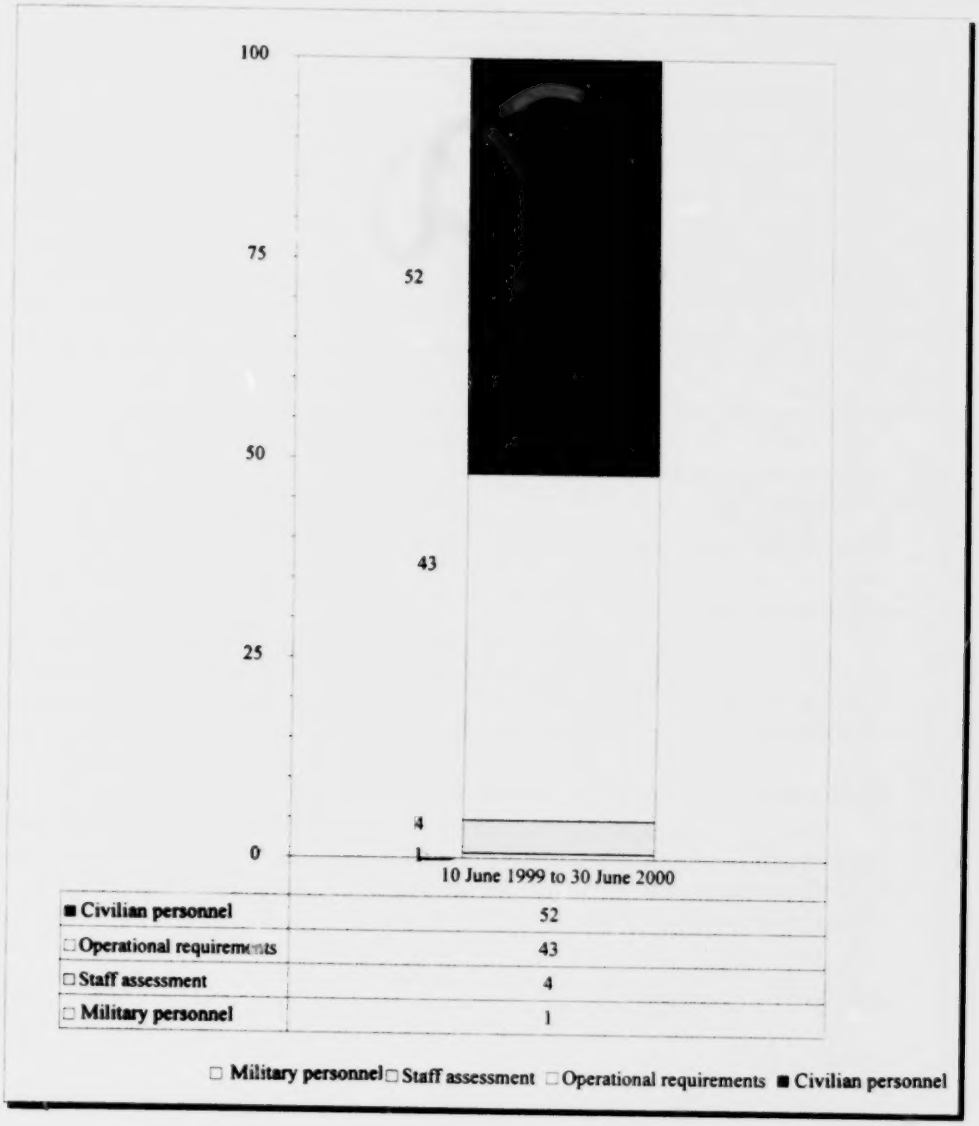
(Thousands of United States dollars)

Category of apportionments	(1) 10 June 1999-31 August 1999 Expenditures	(2) 1 September 1999-30 June 2000 Cost estimates: Recurrent costs	(3) 1 September 1999-30 June 2000 Cost estimates: Non-recurrent costs	(4) (2)+(3) 1 September 1999-30 June 2000 Cost estimates: Subtotal	(5) (1)+(4) Total estimates
I. Military personnel					
1 Military observers	167.0	889.2	-	889.2	1 056.2
2 Military contingents	-	-	-	-	-
3 Other requirements pertaining to military personnel					
(a) Contingent-owned equipment	-	-	-	-	-
(b) Self-sustainment	-	-	-	-	-
(c) Death and disability compensation	-	1 640.0	-	1 640.0	1 640.0
Subtotal, line 3	**-**	**1 640.0**	**-**	**1 640.0**	**1 640.0**
Total, category I	**167.0**	**2 529.2**	**-**	**2 529.2**	**2 696.2**
II. Civilian personnel					
1 Civilian police	3 827.8	101 599.9	-	101 599.9	105 427.7
2 International and local staff	7 133.0	116 864.8	-	116 864.8	123 997.8
3 United Nations Volunteers	-	6 513.8	-	6 513.8	6 513.8
4 Government-provided personnel	-	-	-	-	-
5 Civilian electoral observers	-	-	-	-	-
Total, category II	**10 960.8**	**224 978.5**	**-**	**224 978.5**	**235 939.3**
III. Operational requirements					
1 Premises/accommodation	2 124.1	5 259.1	2 889.3	8 148.4	10 272.5
2 Infrastructure repairs	-	-	-	-	-
3 Transport operations	13 211.8	6 265.4	62 831.7	69 097.1	82 308.9
4 Air operations	976.0	10 400.3	-	10 400.3	11 376.3
5 Naval operations	-	-	-	-	-
6 Communications	4 888.2	7 831.3	33 839.0	41 670.3	46 558.5
7 Other equipment	2 628.7	2 430.9	29 042.3	31 473.2	34 101.9
8 Supplies and services	199.1	9 990.7	-	9 990.7	10 189.8
9 Air and surface freight					
(a) Transport of contingent-owned equipment	-	-	-	-	-

Category of apportionments	(1) 10 June 1999-31 August 1999 Expenditures	(2) 1 September 1999-30 June 2000 Cost estimates Recurrent costs	(3) 1 September 1999-30 June 2000 Cost estimates Non-recurrent costs	(4) (2)+(3) 1 September 1999-30 June 2000 Cost estimates Subtotal	(5) (1)+(4) Total estimates
(b) Commercial freight and cartage	1 000.0	300.0	-	300.0	1 300.0
Subtotal, line 9	**1 000.0**	**300.0**	**-**	**300.0**	**1 300.0**
Total, category III	**25 027.9**	**42 477.7**	**128 602.3**	**171 080.0**	**196 107.9**
IV. Other programmes					
1. Election-related supplies and services	-	-	-	-	-
2. Public information programmes	0.3	581.4	586.3	1 167.7	1 168.0
3. Training programmes	-	358.5	-	358.5	358.5
4. Mine-clearing programmes	-	900.0	-	900.0	900.0
5. Assistance for disarmament and demobilization	-	-	-	-	-
Total, category IV	**0.3**	**1 839.9**	**586.3**	**2 426.2**	**2 426.5**
V. United Nations Logistics Base at Brindisi	-	-	-	-	-
VI. Support account for peacekeeping operations	-	-	-	-	-
VII. Staff assessment	**855.5**	**17 840.3**	**-**	**17 840.3**	**18 695.8**
Gross requirements, categories I-VII	37 011.5	289 665.6	129 188.6	418 854.2	455 865.7
VIII. Income from staff assessment	**(855.5)**	**(17 840.3)**	**-**	**(17 840.3)**	**(18 695.8)**
Net requirements, categories I-VIII	36 156.0	271 825.3	129 188.6	401 013.9	437 169.9
IX. Voluntary contributions in kind (budgeted)	-	-	**585.5**	**585.5**	**585.5**
X. Voluntary contributions in kind (non-budgeted)	-	-	-	-	-
Total	**37 011.5**	**289 665.6**	**129 774.1**	**419 439.7**	**456 451.2**

B. Distribution of gross requirements by major cost component[a] [b]

(Percentage)



	10 June 1999 to 30 June 2000
■ Civilian personnel	52
□ Operational requirements	43
□ Staff assessment	4
□ Military personnel	1

[a] Other programmes represent less than 1 per cent of total resources.

[b] Total may not add up to 100 per cent owing to rounding.

C. Supplementary explanation

1. The supplementary information provided below refers to the cost estimates shown in column 4 of annex I.A for the period from 1 September 1999 to 30 June 2000. The expenditures for the period from the inception of the Mission on 10 June to 31 August 1999 are shown in column 1 of annex I.A. The proposed budget is based on a strength of 38 military liaison officers, 4,718 civilian police, 1,269 international staff, 18 National Officers, 3,566 Local level staff and 203 United Nations Volunteers. Requirements for civilian police are based on the phased deployment of 4,718 police by December 1999. The cost estimates for international staff take into account a 35 per cent vacancy rate as well as the non-entitlement to post adjustment of 65 per cent of the staff in the Professional and Field Service categories who are mission appointees. National Officer staff costs are inclusive of a 5 per cent vacancy rate. Cost estimates for Local level staff and United Nations Volunteers each reflect a 15 per cent vacancy rate. Operating costs for motor vehicles take into account a phased deployment of vehicles and the requirements for various items under miscellaneous supplies and services have also been adjusted to take account of vacancy factors. Total reductions to the budget as a result of technical adjustments amount to approximately $99.7 million.

Military personnel

Estimate: $2,529,200

2. The provision under this heading provides for military liaison officers ($889,200) and death and disability compensation ($1,640,000).

Military liaison officers

3. Out of the authorized strength of 38 military liaison officers, 33 were deployed as at 31 August 1999. The cost estimates provide for the deployment travel of the remaining 5 officers in September, as well as mission subsistence allowance and clothing and equipment allowance for 38 officers at the rates shown in annex II.A.

Other requirements pertaining to military personnel

4. The cost estimates include an amount of $1,640,000 to cover potential claims for the death, disability or injury of military liaison officers or civilian police. Requirements have been calculated at an average cost of $40,000 per claim for 41 claims, based on 1 per cent of the average monthly strength.

Civilian personnel

Estimate: $224,978,500

5. The cost estimate provides for civilian police ($101,599,900), international and local staff ($116,864,800) and United Nations Volunteers ($6,513,800).

Civilian police

6. The cost estimates are based on the phased deployment of 4,718 civilian police (896 as at 31 August, 1,650 in September, 2,450 in October, 3,250 in November and full

deployment by December 1999). Requirements include deployment travel for 3,822 civilian police, mission subsistence allowance and clothing and equipment allowance at the rates shown in annex II.A.

International and local staff

7. The cost estimates for international staff are based on New York standard costs for 1,269 staff and are inclusive of a vacancy rate of 35 per cent. Based on experience in the region, salaries of international staff have also been adjusted to take into account the non-entitlement to post adjustment of 65 per cent of Professional and Field Service staff who are classified as mission appointees. Additionally, common staff costs for international staff have been calculated at 40 per cent of adjusted net salaries, which is less than the standard cost amounts.

8. Salaries for National Professional staff and local staff reflect the scales currently applicable in the mission area. Costs for National Officers take into account the application of a 5 per cent vacancy rate and those for local staff are inclusive of a 15 per cent vacancy rate.

9. Civil Administration has responsibility for all government departments in Kosovo and, as such, will require the services of international consultants and experts to assist in carrying out assessments and other projects. Requirements are estimated at $100,000. In addition, the Mission requires the services of two contract engineers, for a period of six months at an estimated cost of $102,800, to assist in the assessment of buildings and to prepare specifications for work and repairs to be undertaken under contractual arrangements.

10. Requirements for general temporary assistance include an amount of $100,000 for the Office of the Special Representative, and $600,000 for Civil Administration, to meet the cost of engaging local volunteers and youth corps to assist on a temporary basis with the interim administration. Additional requirements under this heading relate to the preparation of equipment. An amount of $61,500 is needed for the employment of 26 individuals for one month each at the United Nations Logistics Base at Brindisi, Italy, to wash and prepare vehicles for painting, affix United Nations decals, install sirens and blue police lights prior to shipment to UNMIK. Nine persons are also needed to install 799 radios at an estimated cost of $30,600. There is also a need for other short-term personnel to assist in the start-up phase, including 15 persons to work in the Supply Section ($7,500) and 93 in the Security Section ($150,000).

11. Requirements for other travel ($1,146,600) include travel to Headquarters by senior UNMIK staff. It is envisaged that the Special Representative, accompanied by three other staff members, will undertake six five-day trips to Headquarters. Provision is also made for the travel of five Deputy Special Representatives to New York six times during the budget period. The cost estimates also provide for the debriefing at Headquarters of the Civilian Police Commissioner and the Military Adviser upon completion of their tour of duty. Provision is also included for the travel of the Director of Administration and the UNMIK Budget Officer to Headquarters.

12. The Special Representative is also expected to undertake six three-day trips to Brussels, Vienna and Geneva, accompanied by three United Nations staff. It is also envisaged that the five Deputy Special Representatives will each travel to Brussels, Vienna and Geneva six times.

13. There is also a requirement for 12 trips to the United Nations Logistics Base at Brindisi by UNMIK logistics personnel. Furthermore, UNMIK drivers will travel to the Logistics Base on the Mission's fixed-wing aircraft to collect 819 vehicles.

14. Staff from the seven Civil Administration sections are expected to undertake two trips each to the headquarters of various United Nations agencies. Other travel by UNMIK staff includes two trips to New York by the Director of Administration, travel of four Department of Judicial Affairs staff, two trips by the Mission's air safety personnel to Montreal for training at the International Civil Aviation Organization and six visits by two aviation safety personnel to Skopje and the Logistics Base. Travel within the mission area is estimated at $2,400 per month.

15. Provision is also included for the travel of the Under-Secretary-General for Peacekeeping Operations and two staff, 36 trips by Logistics, Finance and Personnel staff of the Field Administration and Logistics Division of the Department of Peacekeeping Operations and travel by staff of the Office of Internal Oversight Services.

16. Lastly, the cost estimates provide for the travel of police assessment teams to test candidates for assignment to UNMIK. Provision is included for 20 such trips up until 30 June 2000.

17. The cost breakdown for other travel is shown in annex II.A.

United Nations Volunteers

18. The cost estimates provide for the deployment of 203 United Nations Volunteers and are inclusive of a 15 per cent vacancy rate.

Operational costs

Estimate: $171,080,000

19. The estimate of $171,080,000 includes non-recurrent cost requirements amounting to $128,602,300.

20. The estimate provides for premises/accommodation ($8,148,400), transport operations ($69,097,100), air operations ($10,400,300), communications ($41,670,300), other equipment ($31,473,200), supplies and services ($9,990,700) and air and surface freight ($300,000).

Premises/accommodation

21. The Mission's requirements for rental of premises include the Skopje liaison office, the official residences of the Special Representative and the Principal Deputy Special Representative in Pristina and one police station in southern Pristina. The Skopje premises are shared with OSCE. The rented police station is located in an area where there was no police station previously and where there is no suitable government building that can be converted for the purpose. Additionally, the cost estimates include provision for the lease of facilities at Brazda airfield for two months until helicopter-basing facilities are built at Pristina airport.

22. Requirements for maintenance supplies are estimated at $850,000 for building supplies and $200,000 for floor coverings. Most facilities occupied by UNMIK have had little or no maintenance for many years and also suffer from war damage, in particular broken windows, leaking roofs and general destruction of doors and partition walls. Much of the work to upgrade and repair the facilities will be done by in-house labour.

23. Details of a number of renovation projects that are planned for the period are contained in annex II.C.

24. Requirements under construction/prefabricated buildings include 24 prefabricated offices and four ablution units for four border posts for the Civilian Police/Border Police; 30 offices and 15 chemical toilets for 15 emergency patrol posts in "hot spot" areas of Pristina; and supplementary office accommodation at existing Civilian Police stations where facilities are inadequate or too damaged to warrant repair, as well as offices and tent halls for administration staff in support of logistic functions. Provision for site works at each location is also included in the cost estimates.

25. There are also plans to locate a helicopter support base and facilities for movement control and receiving and inspection services at Pristina airport. Requirements are for 3,000 square metres of hardstanding, two aircraft hangars, two tent halls, 35 offices, four ablution units as well as security lighting, site preparation and installation of a fuel tank.

26. Supplies are currently stored in a warehouse that forms part of Media House, a location that would normally be used for the distribution of newspapers and books coming from the printing presses in adjacent parts of the building. Tenure of the facility is uncertain and an alternative warehouse may have to be sought. Owing to the demand for storage facilities by KFOR and non-governmental organizations, provision is included for three tent halls and 20 sea containers to serve as a "green fields" site for warehousing.

27. The cost breakdown of requirements under this heading is shown in annex II.C.

Transport operations

28. The cost estimates provide for a vehicle establishment of 2,977 vehicles. The detailed breakdown of vehicles by type is reflected in annex II.C, as well as requirements for workshop equipment. Operating costs in respect of maintenance, petrol and insurance are based on the deployment of 1,435 vehicles from September to December 1999, and 2,977 vehicles thereafter. An amount of $141,100 is also provided under spare parts, repairs and maintenance for various supplies (red paint, police stickers, blue lights and siren kits) for the police vehicles. Provision is also included for the rental of heavy plant, specialized equipment and emergency rental of vehicles in Kosovo and Skopje ($33,500). The cost of renting local buses for staff transportation will be shared by UNMIK and OSCE. The UNMIK share is estimated at $71,500.

Air operations

29. Two Sikorsky 61N medium-lift helicopters have been flying in the mission area since 4 August 1999 and support an area of operations covering 10,887 square kilometres. Provision is made in the cost estimates for the continued operation of the two helicopters until 30 June 2000.

30. The cost estimates also provide for one IL-76 heavy-lift cargo aircraft. The aircraft is used to fly passengers and cargo from Brindisi.

31. Information regarding flying hours, hire charges, fuel costs and insurance is provided in annex II.A.

Communications

32. The communications infrastructure in Kosovo is inadequate to provide the connectivity required by UNMIK. Reliable communications are vital to provide the necessary command, control and security. It is therefore essential that an extensive independent communications network with administrative capability be established.

33. The radio network set up during the initial deployment of the Mission concentrated on the use of very high frequency (VHF) hand-held, mobile and base radios and repeaters owing to the immediate availability of stock from the Logistics Base and the United Nations Mission in Bosnia and Herzegovina. A 24-hour security network has been established in all five major headquarters areas. It will be necessary to move the international civilian police operations up to the ultra-high frequency (UHF) band in view of the number of police who will require radios. The establishment of both VHF and UHF networks is dependent on the progress made in gaining clearance access for repeater sites where demining is of critical importance and where infrastructure (electricity, shelters, security and so on) has been totally destroyed and has to be replaced in its entirety.

34. Major operational headquarters will utilize fixed satellite installations as the primary source of phone, fax and data connectivity while the initial circuits have been provided by mobile terminals. The areas away from headquarters will be introduced to very small aperture terminal (VSAT)-utilizing demand assigned multiple access (DAMA) terminals. As the local telecommunications infrastructure has been almost completely destroyed, INMARSAT mini-M satellite telephones are a crucial first step in establishing voice and fax connectivity in the remote areas (any location that is not co-located with headquarters). Also, the mini-M telephone, together with the essential VHF coverage, will allow mobile users to remain in contact with their base locations and are crucial for personnel security and for all operations outside of headquarters towns.

35. Switch equipment is being utilized to establish primary telephone access to the bulk of users concentrated in the headquarters area. Connectivity within the headquarters town areas will be provided by microwave links to provide transport multi-trunk access to a variety of users spread out over several buildings in each of the towns. Headquarters operations are complex, with heavy demand for international trunk access from all locations. The local telephone lines and networks have been completely destroyed and all connections from one centre to another will be by means of VSAT.

36. All installations need to be entirely self-supporting with respect to electricity and security of equipment. Generators are required to compensate for the problem of low AC voltage across the mission area. Voltages of 170 VAC and power fluctuations and power surges are common, with the result that most electronic equipment and uninterruptible power supply systems fail to work unless generators are used 24 hours a day.

37. The requirement for microwave connectivity between buildings has also necessitated the construction of several tower structures in the headquarters areas. There is also a heavy requirement for such towers at repeater sites.

38. Detailed information on the items of VHF, UHF, satellite, switching and miscellaneous communications equipment are shown in annex II.C.

Other equipment

39. Various items of office furniture, office equipment, electronic data-processing equipment, generators, observation equipment, petrol tanks, water and septic tanks, medical and dental equipment, miscellaneous equipment and field defence equipment (including police security and safety equipment) are needed by UNMIK. Detailed information on requirements for those items is presented in annex II.C. The requirements for generators can be met from surplus stock at the Logistics Base, but all other equipment, including replacement of start-up kit items, is being purchased. Procurement action has been initiated for most of those items against the commitment authority provided by the General Assembly in resolution 53/241.

Supplies and services

40. Requirements for audit services are estimated at $75,600 and provide for a planning audit by the Board of Auditors in October 1999 and an interim audit in March 2000.

41. Cost estimates for contractual services provide for garbage collection, sewage disposal, cleaning, heating plant operations, pest control, rental of copiers, local telephone and network cabling and minor maintenance. Provision is made for cleaning during the last four months based on the use of a local contractor to provide 300 cleaners and 100 handymen. It is anticipated that cleaning will be performed by individual contractors till end-February, pending the establishment of a cleaning contract. Contracted sewage disposal services are needed at 35 Civilian Police stations and for chemical toilets. Minor maintenance contracts cover the maintenance of specialized tools for electrical and plumbing work as well as tools and bench working machines.

42. Detailed information on requirements for supplies and services is provided in annex II.A.

Air and surface freight

43. Provision is made in the cost estimates to cover the cost of shipments from the Logistics Base.

Other programmes

Estimate: $2,426,200

44. The requirements under this heading relate to public information ($1,167,700), training ($358,500) and mine-clearing programmes ($900,000).

Public information programmes

45. Requirements include various items of equipment needed for the Radio and Television Unit, as described in annex II.C, as well as materials and supplies for the Print Unit and the Radio and Television Unit. Provision is also made under contractual services for the printing of brochures, newsletters, bulletins, stickers, calendars, pamphlets and children's colouring books as well as for the translation of special publications and to meet photographic needs.

Training programmes

46. Requirements include the need to upgrade technical knowledge on new communications equipment being installed and to enhance installation and maintenance skills. The training foreseen in this area includes the following: two-week training in secure VHF radio systems for two staff members; three-week training in trunking installations and configuration for five staff; three-week training on DAMA satellites; two weeks of basic-level training in use of the Ericsson switch MD 110 for two staff members; two weeks' training for three staff in Ericsson MD 110 installation and maintenance; and two weeks of training for three in rigging and erecting Rohn towers.

47. The UNMIK Language Unit will provide training in English to local staff.

48. Training is planned for 180 locally recruited transport personnel. Additionally, the cost estimates provide for five external trainers for two weeks to carry out winter-safe driving courses in each region for all staff.

49. In order to train both the security officers and the guard force, two weeks of intensive training is recommended for at least two senior officers in UNMIBH. The course will include hostage incident management training, a weapons instructor programme, incident command system training and training and re-qualification in the use of ammunition.

50. UNMIK will provide an introduction to the United Nations seminar for locally recruited personnel, to include a general introduction to the United Nations system and a presentation by mission personnel of their personal experience working for the Organization. A conflict-resolution seminar for local staff is also planned.

51. Provision is also made for training materials, books and computer-based tutorials in connection with electronic data-processing training. In addition, four technicians will require training in the areas of local/wide area networks, Lotus Notes administration and programming, the Windows operating system, hardware repair and troubleshooting, as well as specialized seminars for Reality, Sun, field personnel management system and the field assets control system.

52. Lastly, a one-day seminar is planned for locally recruited staff to explain the purpose and goals of UNMIK, the chains of command and points of contact. The seminar will also cover basic information regarding United Nations policy and procedures and rules and regulations.

Mine-clearing programmes

Estimate: $900,000

53. An amount of $900,000 is provided for operational mine-clearing activities to habilitate areas for occupation and use by UNMIK personnel. The establishment of communications, engineering support, logistics and the deployment of civilian police and border monitoring are affected by the scope and extent of mine contamination in the mission area. It is estimated that as many as 60 sites where UNMIK operates could constitute a real risk to United Nations operations. The sites will be checked and mine-clearing conducted where necessary. Based on past experience, it is expected that one quarter of these sites (15) will require extensive demining, at a cost of $60,000 per site. The work will be carried out under contractual arrangements.

Staff assessment

Estimate: $17,840,300

54. The amount budgeted under this heading represents the difference between gross and net emoluments, that is, the amount of staff assessment to which the United Nations staff members are subject, in accordance with the staff regulations of the United Nations. Staff assessment costs take into account a 35 per cent vacancy rate for international staff, a 5 per cent vacancy rate for National Officers and a 15 per cent vacancy rate for Local level staff.

Income from staff assessment

Estimate: ($17,840,300)

55. The staff assessment requirements provided for in paragraph 54 above have been credited to this item as income from staff assessment and will be credited to the Tax Equalization Fund established by the General Assembly in its resolution 973 A (X) of 15

December 1955. Member States are given credit in the Fund in proportion to their rates of contribution to the UNMIK budget.

Voluntary contributions in kind (budgeted)

Estimate: $585,500

56. A radio studio in Pristina has been contributed by the Government of Switzerland for the use of UNMIK. The contribution has been valued at $585,500. The prime objective of the studio is to contribute to peace in the region and to disseminate humanitarian news and information as well as news related to physical reconstruction and institution-building in Kosovo. The studio will produce programmes identified as the "Voice of the United Nations Interim Administration Mission in Kosovo (UNMIK)".

Annex II

Cost estimates for the period from 10 June 1999 to 30 June 2000: analysis

A. Standard and mission-specific costs

			Proposed estimates (United States dollars)			
Description	*Average strength*	*Standard cost*	*Unit or daily cost*	*Monthly cost*	*Annual cost*	*Explanation*
1. Mission subsistence allowance						
(a) First 30 days		[a]				
Kosovo			95			Mission subsistence allowance rates became effective 15 August 1999
Skopje			127			
Tirana			115			
(b) After 30 days — all locations		[a]	75			
(c) Within-mission travel						
Military liaison officers		[a]		500		
Civilian police		[a]		4 500		
2. Travel						
Military liaison officers		[a]	1 700			Average estimated cost inclusive of 50 kg baggage
Civilian police		[a]	1 700			*Idem*
3. Military personnel						
Military liaison officers	38					Full deployment
4. Death and disability compensation		40 000	40 000			Based on 1 per cent of average strength
5. Civilian personnel						
Civilian police	4 038					Based on phased deployment
International staff	825					Inclusive of 35 per cent vacancy factor in respect of proposed strength of 1,269
National officers	17					Inclusive of 5 per cent vacancy factor in respect of proposed strength of 18
Local staff	3 031					Inclusive of 15 per cent vacancy factor in respect of proposed strength of 3,566
United Nations Volunteers	173					Inclusive of 15 per cent vacancy factor in respect of proposed strength of 203
6. Local staff						
Net salary		[a]		716		Salary scale for Kosovo was approved, effective June 1999
Common staff costs		[a]		157		

Description	Average strength	Standard cost	Proposed estimates (United States dollars) Unit or daily cost	Monthly cost	Annual cost	Explanation
Staff assessment		a		168		
7. National officers						
Net salary		a		1 818		Salary scale for National Officers was approved, effective June 1999
Common staff costs		a		364		
Staff assessment		a		456		
8. United Nations Volunteers				3 375		Based on the memorandum of understanding
9. Overtime		b		1%		Budgeted at 1 per cent of local staff salary
10. Hazard pay						
International staff				1 000		
National Officers				363.50		
Local staff				143		
United Nations Volunteers				400		
11. Other travel		c				
Special representative and staff to New York					118 008	Additional information is provided in annex I C
Deputy Special Representatives to New York					147 510	
Civilian Police Commissioner					4 917	
Military Adviser					4 917	
Budget review					19 668	
Brussels					97 308	
Vienna					76 194	
Geneva					89 532	
United Nations Logistics Base at Brindisi					115 071	
Civil Administration staff					26 600	
Director, Administrative Division					11 860	
Judicial Affairs					7 704	
Within-mission travel					24 000	
Department of Peacekeeping Operations senior staff					31 293	
Field Administration and Logistics Division staff					166 860	
Office of Internal Oversight Services					10 000	
Air safety					19 200	
Police selection assessment teams					176 000	
12. Rental of premises						
Skopje Liaison Office				17 000		Actual cost
Official residence of the Special Representative				6 750		*Idem*

Description	Average strength	Standard cost	Proposed estimates (United States dollars) Unit or daily cost	Monthly cost	Annual cost	Explanation
Official residence of the Deputy Special Representative				2 000		*Idem*
Brazda helicopter base				2 300		Estimated
Civilian police station Pristina				48 200		*Idem*
13. Maintenance supplies		10% of rent		105 000		
14. Maintenance services		10% of rent		20 000		
15. Utilities						
Electricity		[a]		120 000		
Water		[a]		24 000		
Gas and heating fuel		[a]		85 000		
Generator fuel		[a]		37 500		
Sewage disposal		[a]		30 000		
Coal		[a]		30 000		
16. Vehicles	2 360					Operating costs are based on phased deployment of the proposed vehicle establishment of 2,977
17. Spare parts and maintenance of vehicles		110/550		150		
18. Petrol		[a]		53 57		
19. Vehicle lubricants		10% of fuel		10% of fuel		
20. Vehicle insurance		550			624	
21. Helicopters						
Sikorsky 61 N	2					
22. Helicopter rental (each)						
Block hours	45					
Hire charges				250 875		$5,573 per hour for 45 hours
23. Helicopter rental, extra hours						
Extra hours (each)	40					
Hire charges				43 600		$1,090 per hour for 40 hours
24. Helicopter fuel (each)		[a]		16 575		650 litres per hour at 30 cents per litre for 85 hours
25. Helicopter lubricants		10% of fuel		10% of fuel		
26. Helicopter insurance (each)						
Sikorsky 61 N		[a]		9 600		Additional war-risk insurance pursuant to moving helicopters from Brazda to Pristina
27. Fixed-wing aircraft						
IL-76	-					

Description	Average strength	Standard cost	Proposed estimates (United States dollars) Unit or daily cost	Monthly cost	Annual cost	Explanation
28. Fixed-wing rental						
Block hours	80					
Hire charges				132 000		$1,650 per hour for 80 hours
29. Fixed-wing fuel		a		240 000		10,000 litres per hour at 30 cents per litre for 80 hours
30. Fixed-wing lubricants						
IL-76		10% of fuel		10% of fuel		
31. Communications spare parts and supplies						
Spare parts		a		236 930		
Telephone cables, accessories		a		14 700		
Batteries		a		17 000		
Antenna cables and connectors		a		12 000		
Warehouse supplies		a		140 000		
32. Commercial communications						
Transponder		a		100 000		
INMARSAT-M		a		160 000		
Telephone		a		10 000		
Postage		a		500		
Pouch		a		2 000		
Mobile telephones		a		90 000		
33. Other equipment, spare parts, repairs and maintenance						
Office furniture		a		500		
Data-processing equipment		a		198 900		
Refrigeration equipment		a		7 500		
Landscaping		a		1 000		
Generators		a		16 300		
Air-conditioners		a		3 400		
Road sweeping/snow clearing		a		2 000		
34. External audit					75 600	Board of Auditors
35. Contractual services						
Cleaning		a		32 000		
Garbage collection		a		12 000		
Lease of photocopiers		a		88 320		
Sewage disposal		a		20 000		
Heating plant		a		10 000		
Pest control		a		2 500		
Minor maintenance		a		30 000		
Local telephone and network cabling		a			1 200 000	

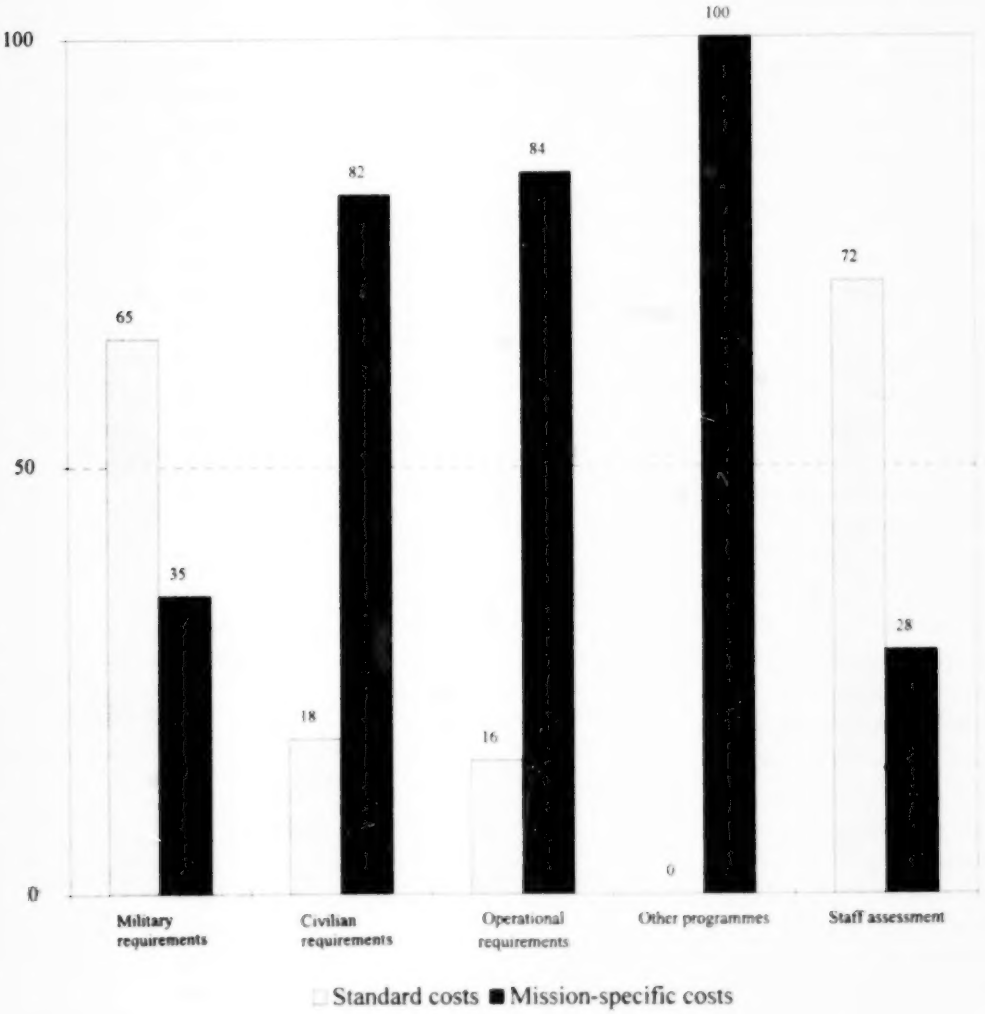
Description	Average strength	Standard cost	Proposed estimates (United States dollars) Unit or daily cost	Monthly cost	Annual cost	Explanation
36. Data-processing services						
Lotus Notes		a			20 000	
Upgrade to Lotus Notes server		a			3 000	
Upgrade to Lotus Notes client		a			100 000	
Domino doc software		a			5 000	
MS Office 2000		a			10 000	
Upgrade of Visio		a			2 000	
Upgrade of Auto CAD/Mini CAD		a			5 000	
Upgrade to graphics applications		a			7 000	
Upgrade to Adobe Photo Shop		a			5 000	
Upgrade to Microsoft project		a			6 000	
Windows NT server 5 0		a			10 000	
Windows NT client upgrade		a			20 000	
Norton Utilities		a			25 000	
Other software report generators		a			50 000	
Anti-virus software		a			20 000	
Novell netware		a			30 000	
Reality		a			20 000	
SUN		a			20 000	
PROGEN		a			20 000	
First Newsfeed		a			3 000	
Special software for maps		a			20 000	
37. Medical treatment and services		1		4 90		Includes medical evacuations
38. Claims and adjustments		1		0 61		
39. Official hospitality		a		2 330		
40. Miscellaneous other services						
Printing of business cards		a		500		
Newspaper advertisements		a		1 000		
Safety handbooks		a		1 000		
Photo developing		a		900		
Bank charges				30 000		
41. Stationery and office supplies						
First 3 months		35		35		
After 3 months		15		15		
42. Medical supplies		28		2 45		
43. Sanitation and cleaning materials		5		5		
44. Subscriptions		200		200		
45. Electrical supplies		a		45 000		

Description	Average strength	Standard cost	Proposed estimates (United States dollars) Unit or daily cost	Monthly cost	Annual cost	Explanation
46. Uniform, flags and decals						
Accoutrements — civilian police					133 770	3,822 sets at $35
Accoutrements — military					175	5 sets at $35
Helmets					121 000	1,000 at $121
Fragmentation jackets					325 000	1,000 at $325
Winter coveralls					40 000	1,000 at $40
Summer coveralls					30 000	1,000 at $30
Handcuffs with holster					40 000	800 at $50
Fluorescent police jacket					160 000	2,000 at $80
Baton with holster					64 000	800 at $80
Maglite, large					49 250	985 at $50
Whistle, plastic					2 040	680 at $3
Shield, medium					57 000	380 at $150
Pocket ticket books					5 950	2,380 at $2.50
Rubber gloves (box)					10 000	400 at $25
United Nations decals and flags					50 000	
47. Field defence stores						
Concertina wire, 2 rolls					119 040	
Sand bags					30 000	
Gabions					50 000	
Hesco Bastion wall					100 000	
48. Operational maps		24	5.25			
49. Quartermaster and general stores		17		17		
50. Public information programmes						
Materials and supplies		*		7 725		
Contractual services		*		50 400		
51. Training						
Communications		*			126 900	
Language training		*			20 000	
Transport		*			33 600	
Security training		*			21 200	
Introduction to the United Nations seminar		*			20 000	
Conflict resolution seminar		*			16 800	
Electronic data-processing training		*			100 000	
General administration training		*			20 000	

* No standard cost exists for this item.

B. Distribution of resources by budgetary parameters: standard and mission-specific costs

(Percentage)



C. Requirements for non-recurrent costs

(Thousands of United States dollars, unless otherwise indicated)

	Inventory [a]	(1) Total number of units	(2) Unit cost	(3) = (1 x 2) Total cost
I. Operational requirements				
1 (a) Premises and accommodation				
Alterations to premises				
Telephone/LAN wiring of UNMIK headquarters				130.0
Upgrade of UNMIK headquarters for fire safety				350.0
Security fencing at UNMIK headquarters				12.0
Asphalting of parking areas				31.5
Construction of office partitions				20.0
Construction of vehicle wash-down ramps (5)				45.0
Construction of hardstanding for stores				15.0
Repair of heating plants and ventilation systems:				
Central government building				260.0
Headquarters complex, including civilian police annex				120.0
Regional headquarters (4) and civilian police regional headquarters (4)				160.0
20 police stations				120.0
Refurbishment of 14 civilian police stations				280.0
Refurbishment of UNMIK headquarters medical clinic				60.0
Repairs to government central offices				105.0
Subtotal, line 1 (a)	-	-	-	**1 708.5**
(b) Construction/prefabricated buildings				
Office containers	220			
Ablution units	50			
Tent hall, large	-	5	60.0	300.0
Tent hall, medium [b]	1	5	50.0	250.0
Chemical toilet	-	15	3.0	45.0
Aircraft hangar	-	2	80.0	160.0
Sea containers	-	20	2.0	40.0
Subtotal				**795.0**
Freight at 15 per cent				**119.3**
Subtotal				**914.3**
Site preparation				
Border police offices		4	2.0	8.0
Civilian police patrol posts		15	1.0	15.0
Supplementary offices		1	15.0	15.0
Pristina airport		1	7.0	7.0
Subtotal				**45.0**
Hardstanding				
Pristina airport				13.5
Supply base				180.0
Subtotal				**193.5**
Fencing, security lighting				
Pristina airport				6.0
Supply base				22.0
Subtotal				**28.0**
Subtotal, line 1 (b)				**1 180.8**
Total, line 1				**2 889.3**

			(1)	(2)	(3) = (1 x 2)
		Inventory [a]	*Total number of units*	*Unit cost*	*Total cost*
2.	Infrastructure repairs				
	Total, line 2				-
3. (a)	Transport operations				
	Sedan, heavy	-	8	25.0	200.0
	Automobile, heavy, mp armoured	-	6	89.0	534.0
	4 x 4 patrol vehicle, armoured/mine-protected	5	75	96.5	7 237.5
	4 x 4 patrol vehicle, heavy, armoured/mine-protected	-	20	225.0	4 500.0
	General-purpose vehicle	835	1 463	15.0	21 945.0
	Bus, light	-	212	13.0	2 756.0
	Bus, medium	-	40	35.0	1 400.0
	Bus, heavy	-	1	143.0	143.0
	Van, delivery/panel	-	50	15.0	750.0
	Ambulance, fully loaded	-	8	50.0	400.0
	Cargo truck, medium	-	24	82.5	1 980.0
	Cargo truck, light	-	4	55.0	220.0
	Cargo truck, heavy, specialist	-	1	247.5	247.5
	Cargo truck, light, specialist	-	2	55.0	110.0
	Dump truck	-	4	80.8	323.2
	Fire truck	-	2	165.0	330.0
	Fuel truck, heavy	-	6	33.0	198.0
	Pick-up truck, single cabin	-	50	15.0	750.0
	Recovery truck, light	-	14	75.0	1 050.0
	Recovery truck, heavy	-	2	150.0	300.0
	Refrigerator truck	-	6	66.0	396.0
	Sewage truck	-	6	98.0	588.0
	Tractor truck	-	1	150.0	150.0
	Water truck, medium	-	10	85.0	850.0
	Cargo trailer, light	-	18	3.9	70.2
	Cargo trailer, medium	-	2	16.5	33.0
	Fuel trailer, medium	-	1	22.0	22.0
	Airport motorized lift platform (K-lifter)	-	2	330.0	660.0
	Mobile workshop	-	6	220.0	1 320.0
	Excavator	-	1	99.0	99.0
	Roller	-	1	132.0	132.0
	Fork-lift, light	1	12	22.3	267.6
	Fork-lift, medium	-	3	47.4	142.2
	Fork-lift, all-terrain	-	4	37.0	148.0
	Bus, prisoner transport	-	50	14.0	700.0
	Street sweeper	-	1	100.0	100.0
	Snow-clearing truck	-	3	60.0	180.0
	Snow shovel	-	5	20.0	100.0
	Snow blower	-	6	50.0	300.0
	Teleporter	-	2	25.0	50.0
	Ground power unit for aircraft	-	2	100.0	200.0
	Low mast, 15-ton	-	1	60.0	60.0
	Low mast, 25-ton	-	1	75.0	75.0
	Subtotal	841	2 136		52 017.2
	Freight at 15 per cent				7 802.6
	Subtotal, line 3 (a)	**841**	**2 136**		**59 819.8**

			(1)	(2)	(3) = (1 x 2)
		Inventory [a]	*Total number of units*	*Unit cost*	*Total cost*
(b)	Workshop equipment				
	Vehicle hoists	-	16	5.0	80.0
	Air compressors	-	6	5.0	30.0
	Mig welding equipment	-	6	1.5	9.0
	CarLog system	-	1	900.0	900.0
	Toolbox	-	100	1.0	100.0
	Tools				1 500.0
	Subtotal				2 619.0
	Freight at 15 per cent				392.9
	Subtotal, line 3 (b)				**3 011.9**
	Total, line 3				**62 831.7**
4.	Air operations				
		-	-	-	-
	Total, line 4	-	-	-	-
5	Naval operations				
		-	-	-	-
	Total, line 5	-	-	-	-
6.	Communications				
(a)	VHF Equipment				
	Base station	250	-	-	-
	Mobile radio	400	550	0.5	275.0
	Portable radio	930	1 920	0.5	960.0
	GP hand-held radio	550	-	-	-
	Vehicle-mounted radio	250	-	-	-
	Repeater	5	25	2.0	50.0
	Dipole antenna	-	250	1.5	375.0
	Mobile whip antenna	2 000	-	-	-
	Ground-to-air base radios	-	35	2.0	70.0
	Ground-to-air hand-held radio	-	35	0.5	17.5
	Pager	-	500	0.3	125.0
	Subtotal, line 6 (a)				**1 872.5**
(b)	HF equipment				
	Base station	250	-	-	-
	Mobile radio (trunking)	-	1 500	1.2	1 800.0
	Mobile radio 450 MHz	400	1 000	0.5	500.0
	Portable radio 450 MHz	-	3 300	0.5	1 650.0
	Portable radio LTS	-	900	0.5	450.0
	Portable radio GTX	800	1 000	0.5	500.0
	Repeater	-	20	7.0	140.0
	Repeater antenna	-	50	1.0	50.0
	Trunking repeater site	-	1	350.0	350.0
	Base antenna	-	250	0.3	75.0
	Trunking link equipment	-	6	80.0	480.0
	Mobile whip antenna	-	1 500	0.1	75.0
	Base station 450 MHz	-	250	1.2	300.0
	Trunking system, medium	-	5	200.0	1 000.0
	Trunking system, large	-	1	1 000.0	1 000.0
	Trunking monitoring system	-	1	200.0	200.0
	Subtotal, line 6 (b)				**8 570.0**
(c)	Satellite equipment				
	Earth station 3.7m, C-band	7	28	107.0	2 996.0
	Remote site equipment	-	35	26.0	910.0
	Earth stations 4.6m C-band	3	1	162.0	162.0
	Expansion of Earth station hub	-	1	250.0	250.0

			(1)	(2)	(3) = (1 x 2)
		Inventory [a]	*Total number of units*	*Unit cost*	*Total cost*
	Earth station gateway, 7.3 m	-	1	300.0	300.0
	Satellite modem	10	-	-	-
	INMARSAT-M portable terminals	80	-	-	-
	Terrestrial microwave	-	40	50.0	2 000.0
	Video-conferencing equipment	5	-	-	-
	INMARSAT-B terminal (crypto)	35	-	-	-
	Video-conferencing equipment (portable)	6	-	-	-
	Subtotal, line 6 (c)				**6 618.0**
(d)	Telephone equipment				
	Exchange, large	-	1	650.0	650.0
	Exchange, small	-	7	210.0	1 470.0
	Wireless telephone equipment	-	19	8.3	157.7
	Exchange, medium	-	35	100.0	3 500.0
	Telephone set, analog	1 000	6 800	0.1	680.0
	Telephone set, digital	-	2 200	0.4	880.0
	Wide area switch	-	5	86.0	430.0
	Router equipment	-	60	8.5	510.0
	Wireless telephones	-	1 450	0.5	725.0
	Plain facsimile	-	200	2.0	400.0
	Secure telephone	-	50	3.0	150.0
	Secure facsimile	50	-	-	-
	Rural links, 2-channel	-	20	8.6	172.0
	Rural links, 6-channel	-	20	16.5	330.0
	Radio telephone line, 128 kb	-	20	2.6	52.0
	Radio telephone line, 256 kb	20	-	-	-
	Subtotal, line 6 (d)				**10 106.7**
(e)	Other equipment				
	Battery charger, 12 V	500	-	0.1	-
	UPS 10 KVA	-	60	6.0	360.0
	UPS 3 KVA	-	120	3.5	420.0
	Patch panel	-	20	2.5	50.0
	Tower kit	50	-	-	-
	Communication shelter	-	20	7.0	140.0
	Self-supported tower	-	15	3.0	45.0
	Pump-up mast	-	50	1.0	50.0
	Subtotal, line 6 (e)				**1 065.0**
	Total equipment				**28 232.2**
	Freight at 15 per cent				**4 234.8**
	Subtotal, total equipment				**32 467.0**
(f)	Test and workshop equipment				
	Counter, frequency	-	10	19.0	190.0
	Analyser, spectrum	-	10	22.0	220.0
	Analyser, communication	-	15	12.0	180.0
	Analyser, digital	-	15	15.0	225.0
	Power bench	-	30	2.5	75.0
	Workbench	-	30	2.1	63.0
	Toolbox, technician	-	50	0.9	45.0
	Specialized tools	-	75	1.0	75.0
	Remote site programming equipment	-	48	2.5	120.0
	Subtotal				1 193.0
	Freight at 15 per cent				179.0
	Subtotal, line 6 (f)				**1 372.0**
	Total, line 6				**33 839.0**

		Inventory [a]	(1) Total number of units	(2) Unit cost	(3) = (1 x 2) Total cost
7	Other equipment				
(a)	Office furniture				
	Bookcases	-	700	0.150	105.0
	Chair, executive	-	50	0.250	12.5
	Chair, clerical	-	3 300	0.070	231.0
	Chair, visitor	-	1 860	0.120	223.2
	Desk, modular	-	3 300	0.300	990.0
	Filing cabinet, 4-drawer	-	1 500	0.290	435.0
	Table, conference	-	60	0.400	24.0
	Desk, computer	-	1 300	0.150	195.0
	Coat rack	-	1 000	0.025	25.0
	Desk lamp	-	600	0.020	12.0
	Sofa, three-seater	-	12	4.000	48.0
	Sofa, two-seater	-	24	3.500	84.0
	Coffee table	-	12	0.125	1.5
	Photocopier table	-	80	0.050	4.0
	Steel cabinet	-	35	0.150	5.3
	Subtotal				2 395.5
	Freight at 15 per cent				359.3
	Subtotal, line 7 (a)				**2 754.8**
(b)	Office equipment				
	Calculator	-	50	0.05	2.5
	Overhead projector	-	10	0.25	2.5
	Shredder, large	-	2	10.00	20.0
	Shredder, medium	-	24	4.00	96.0
	Projector for presentation	-	20	5.00	100.0
	Safe, large	-	5	4.00	20.0
	Safe, medium	-	40	1.20	48.0
	Safe, small	-	85	0.50	42.5
	Subtotal				331.5
	Freight at 15 per cent				49.7
	Subtotal, line 7 (b)				**381.2**
(c)	Electronic data-processing equipment				
	Desktop computer	741	4 820	1.650	7 953.0
	Laptop computer	654	546	2.100	1 146.6
	Inkjet printer	87	-	-	-
	Dot matrix printer	1	4	1.000	4.0
	Laser-jet printer	16	4 110	0.500	2 055.0
	Laser-jet, high-speed printer	-	227	2.000	454.0
	Portable printer	-	1 000	0.250	250.0
	Printer, colour, laser	-	25	3.500	87.5
	Scanner	2	46	0.800	36.8
	Server, departmental	3	67	33.000	2 211.0
	UPS, 1,000 VA	107	4 163	0.600	2 497.8
	Power computer workstation	-	10	2.800	28.0
	Plotter	-	5	2.500	12.5
	UPS for servers	-	70	1.300	91.0
	ID system	2	8	17.500	140.0
	CISCO router for WAN	4	22	8.500	187.0
	Ethernet switch	2	96	1.200	115.2
	Ethernet hub	24	452	1.000	452.0
	Rack for server room	3	7	10.000	70.0
	Electronic board	-	10	1.220	12.2
	Modem	60	380	0.120	45.6
	Digital camera	-	50	0.500	25.0

			(1)	(2)	(3) = (1 x 2)
		Inventory [a]	*Total number of units*	*Unit cost*	*Total cost*
	CD tower	-	10	1.300	13.0
	Recordable CD-ROM	-	30	0.500	15.0
	Subtotal				17 902.2
	Freight at 15 per cent				2 685.3
	Subtotal, line 7 (c)				**20 587.5**
(d)	Generators				
	Various [b]	44			
	2.2 KVA	-	8	1.2	9.6
	5 KVA	-	15	2.5	37.5
	20 KVA	-	8	7.0	56.0
	36 KVA	-	30	6.5	195.0
	75 KVA	-	6	8.3	49.8
	110 KVA	-	4	12.5	50.0
	160 KVA	-	6	30.0	180.0
	Subtotal				577.9
	Freight at 15 per cent				86.7
	Subtotal				664.6
	Less units available from stock				(577.9)
	Subtotal, line 7 (d)				**86.7**
(e)	Petrol tank and metering equipment				
	Petrol tank				**43.0**
	Subtotal				43.0
	Freight at 15 per cent				6.5
	Subtotal, line 7 (e)				**49.5**
(f)	Water and septic tanks				
	Water tanks	-	4	2.0	8.0
	Septic tanks	-	4	1.5	6.0
	Subtotal				14.0
	Freight at 15 per cent				2.1
	Subtotal, line 7 (f)				**16.1**
(g)	Medical equipment	-			
	Examination bed		1	-	-
	Recovery bed		4	-	-
	Equipment trolley		2	-	-
	Medical cabinet		3	-	-
	Emergency medical training doctor kit		4	-	-
	Emergency medical training nurse kit			-	-
	First aid kit		40	-	-
	Subtotal			-	170.0
	Freight at 15 per cent				25.5
	Subtotal, line 7 (g)			-	**195.5**
(h)	Observation equipment				
	Binoculars	-	150	0.150	22.5
	Night observation device	-	45	3.000	135.0
	Subtotal, line 7 (h)				**157.5**
(i)	Miscellaneous equipment				
	Air conditioner	-	455	0.760	345.8
	Barcode reader	-	20	2.200	44.0
	Fire extinguisher, wall-mounted	-	600	0.100	60.0
	Laminator	-	12	0.235	2.8
	Vacuum cleaner	-	47	0.295	13.9
	Refrigerator	-	47	0.450	21.2
	Dishwasher	-	47	0.350	16.5
	Cooker	-	47	0.290	13.6
	Fan	-	500	0.070	35.0

		Inventory [a]	(1) Total number of units	(2) Unit cost	(3) = (1 x 2) Total cost
	Instant camera	-	19	0.280	5.3
	Satellite dish	-	1	11.000	11.0
	Smoke detector	-	2 000	0.015	30.0
	Fire hose and nozzle	-	1	30.000	30.0
	Fire system	-	1	20.000	20.0
	Upgraded fire panel	-	1	40.000	40.0
	Fire extinguisher, mobile	-	40	0.500	20.0
	Sidewalk boiler	-	2	230.000	460.0
	Language unit equipment	-	1	100.000	100.0
	Subtotal				1 269.0
	Freight at 15 per cent				190.4
	Subtotal, line 7 (i)				**1 459.4**
(j)	Field defence equipment				
	Alcohol sensor	-	300	0.400	120.0
	Breathalyser	-	70	4.500	315.0
	Radar	-	60	3.700	222.0
	Traffic cones	-	850	0.025	21.3
	Measuring tape 100'	-	200	0.015	3.0
	Crayon or chalk (box)	-	420	0.025	10.5
	Flashing stop sign	-	760	0.150	114.0
	Stop shield	-	760	0.350	266.0
	Stock stick	-	760	0.020	15.2
	Crowbars	-	400	0.035	14.0
	Barriers, traffic control	-	372	0.075	27.9
	Search mirrors	-	210	0.110	23.1
	Body bags	-	230	0.005	1.2
	Ultraviolet light	-	117	0.016	1.9
	Canacopy plastic	-	80	0.012	1.0
	Narcotic test kit	-	50	0.300	15.0
	Hand-held metal detector	-	80	0.075	6.0
	Creeper	-	40	0.170	6.8
	Polyethylene evidence bags	-	2 000	0.015	30.0
	Large tool kit (basic)	-	175	0.130	22.8
	Passport retroviewer	-	50	0.155	7.8
	Magnetic telescope jack	-	45	0.380	17.1
	Spike belt	-	70	0.750	52.5
	Collapsible steel feeler	-	40	0.500	20.0
	Universal kit	-	80	0.280	22.4
	Explosives analysis kit	-	45	0.220	9.9
	Flare fuses	-	3 350	0.004	13.4
	Light sticks	-	2 000	0.002	4.0
	Reflective paint	-	600	0.030	18.0
	X-ray scanner	-	10	2.650	26.5
	Radio scanner	-	80	3.370	269.6
	Sniffer machine	-	5	13.000	65.0
	Weapon safe	-	78	0.500	39.0
	Ear protectors	-	200	0.050	10.0
	Targets, half body size	-	22 100	0.050	1 105.0
	Subtotal				2 916.6
	Freight at 15 per cent				437.5
	Subtotal, line 7 (j)				**3 354.1**
	Total, line 7				**29 042.3**
	Total, category 1				**128 602.3**

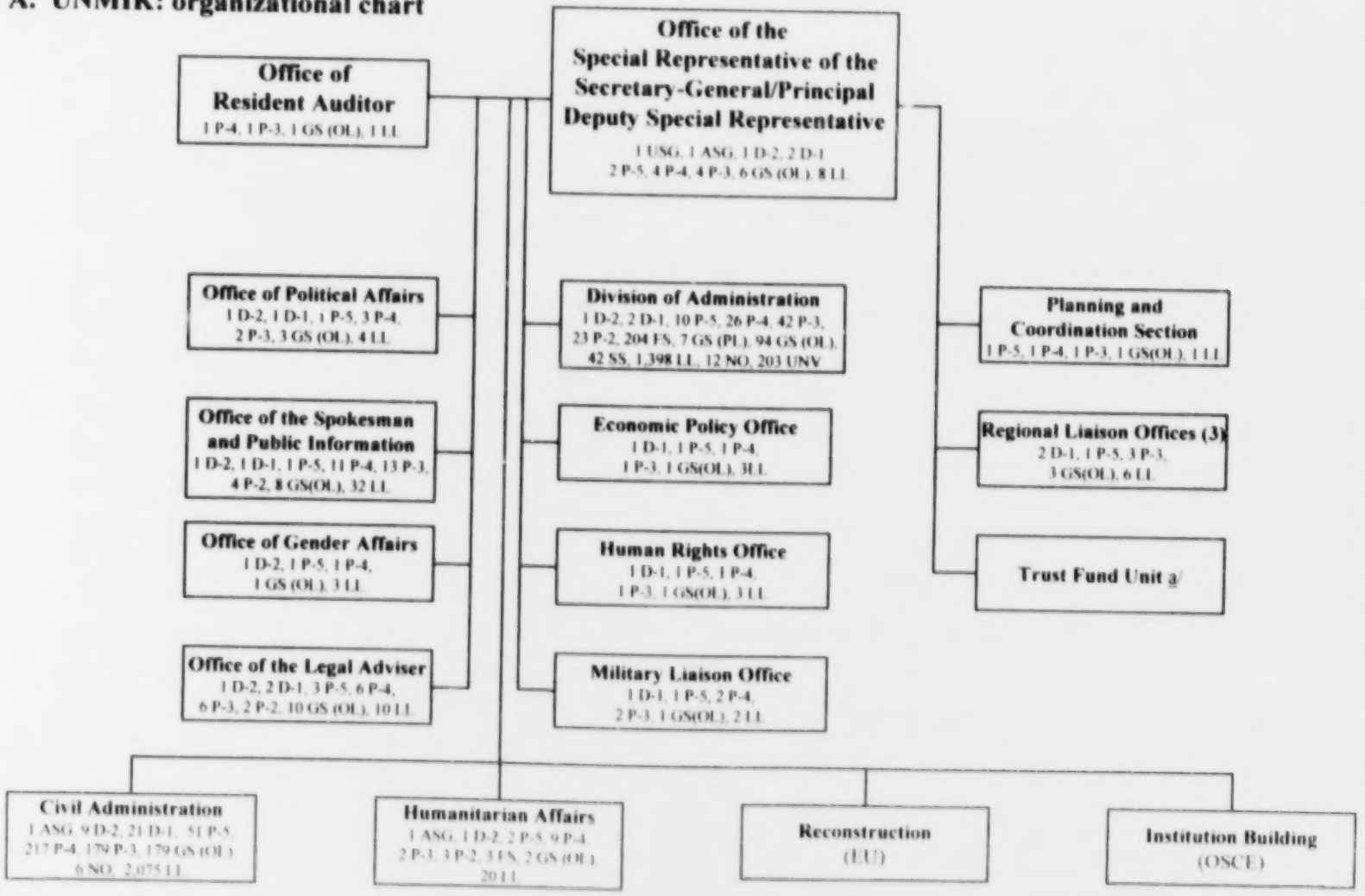
	Inventory [a]	(1) Total number of units	(2) Unit cost	(3) = (1 x 2) Total cost
II. Other programmes				
1 Election-related supplies and services	-	-	-	-
Total, line 1				-
2 Public information programmes				
(a) Camera gear	-	2	5.000	10.0
Light box	-	1	0.500	0.5
Camera bag	-	2	0.150	0.3
Camera kit with accessories	-	3	50.000	150.0
Edit machine 25 mb	-	5	12.000	60.0
Edit machine 50 mb	-	2	30.000	60.0
Monitor	-	7	2.000	14.0
Edit controller	-	2	7.000	14.0
Switcher	-	2	25.000	50.0
Audio mixer	-	2	4.000	8.0
Audio support	-	1	3.000	3.0
Cabling	-	1	10.000	10.0
Miscellaneous	-	1	130.000	130.0
Subtotal				509.8
Freight at 15 per cent				76.5
Total, line 2				**586.3**
3 Training programmes	-	-	-	-
Total, line 3				-
4 Mine-clearing programmes			-	-
Total, line 4			-	-
5 Assistance for disarmament and demobilization	-	-	-	-
Total, line 5	-	-	-	-
Total, category II	-	-	-	**586.3**
Total, categories I-II	-	-	-	**129 188.6**

[a] Inventory reflects items for which purchase orders were issued by 31 August 1999, the cost of which is reflected in the expenditures shown in column 1 of annex I or items transferred from surplus stock.

[b] Transferred from surplus stock at the United Nations Logistics Base at Brindisi.

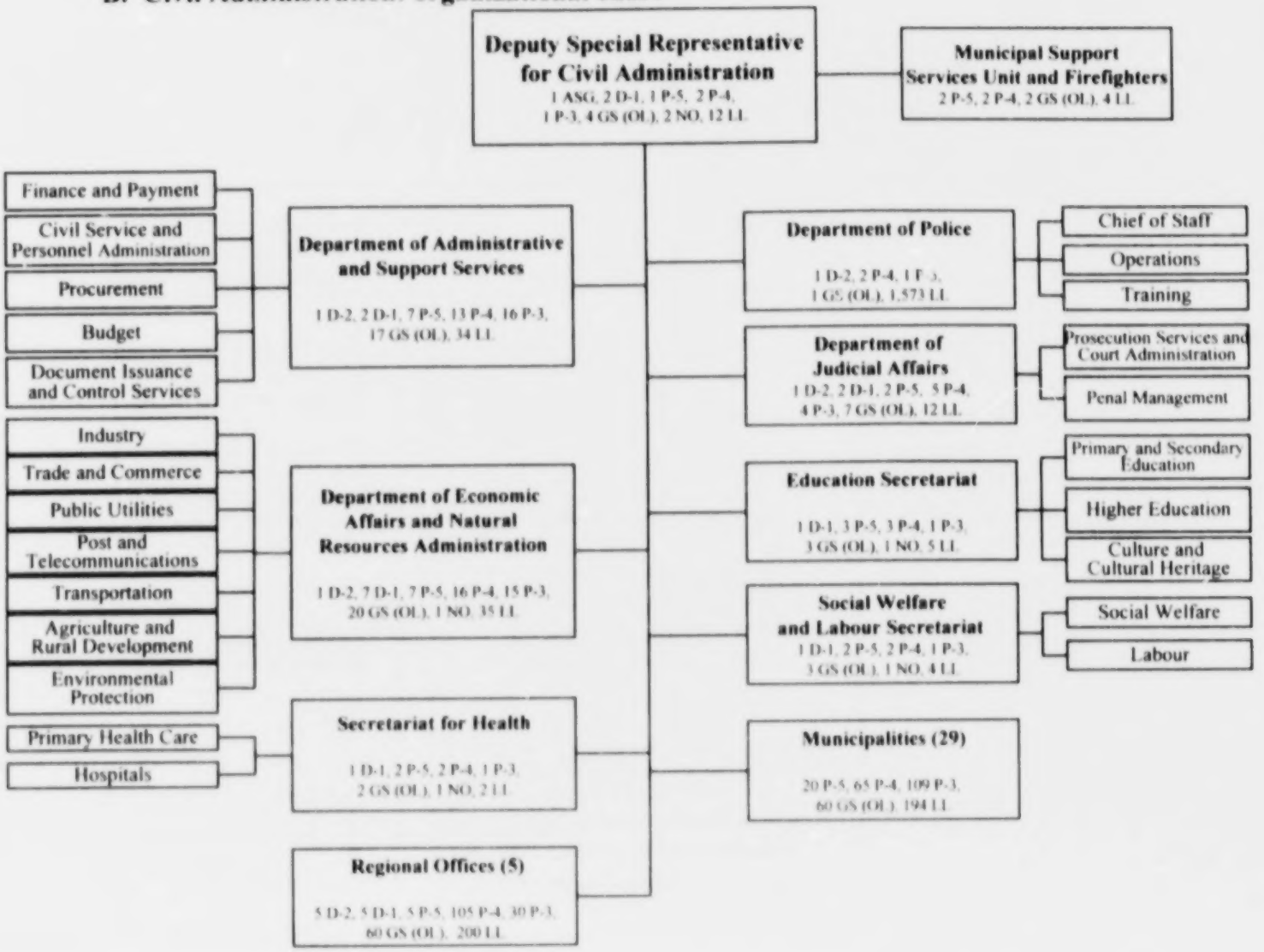
Annex III

A. UNMIK: organizational chart

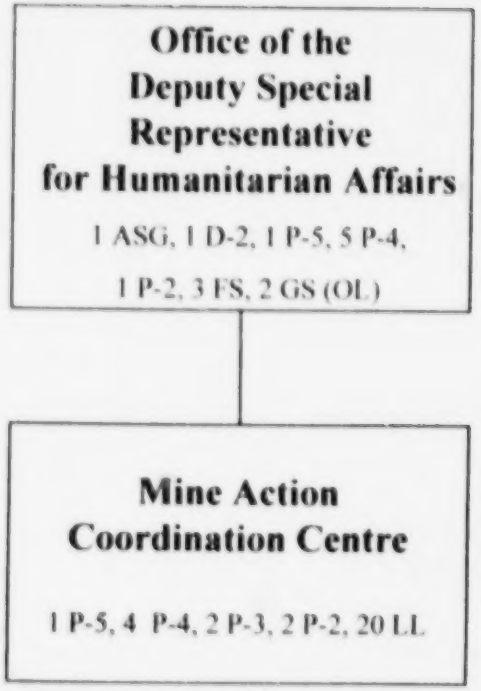

Office of the Special Representative of the Secretary-General/Principal Deputy Special Representative
1 USG, 1 ASG, 1 D-2, 2 D-1
2 P-5, 4 P-4, 4 P-3, 6 GS (OL), 8 LL
Office of Resident Auditor
1 P-4, 1 P-3, 1 GS (OL), 1 LL
Office of Political Affairs
1 D-2, 1 D-1, 1 P-5, 3 P-4,
2 P-3, 3 GS (OL), 4 LL
Office of the Spokesman and Public Information
1 D-2, 1 D-1, 1 P-5, 11 P-4, 13 P-3,
4 P-2, 8 GS(OL), 32 LL
Office of Gender Affairs
1 D-2, 1 P-5, 1 P-4,
1 GS (OL), 3 LL
Office of the Legal Adviser
1 D-2, 2 D-1, 3 P-5, 6 P-4,
6 P-3, 2 P-2, 10 GS (OL), 10 LL
Division of Administration
1 D-2, 2 D-1, 10 P-5, 26 P-4, 42 P-3,
23 P-2, 204 FS, 7 GS (PL), 94 GS (OL),
42 SS, 1,398 LL, 12 NO, 203 UNV
Economic Policy Office
1 D-1, 1 P-5, 1 P-4,
1 P-3, 1 GS(OL), 3LL
Human Rights Office
1 D-1, 1 P-5, 1 P-4,
1 P-3, 1 GS(OL), 3 LL
Military Liaison Office
1 D-1, 1 P-5, 2 P-4,
2 P-3, 1 GS(OL), 2 LL
Planning and Coordination Section
1 P-5, 1 P-4, 1 P-3, 1 GS(OL), 1 LL
Regional Liaison Offices (3)
2 D-1, 1 P-5, 3 P-3,
3 GS(OL), 6 LL
Trust Fund Unit a/
Civil Administration
1 ASG, 9 D-2, 21 D-1, 51 P-5,
217 P-4, 179 P-3, 179 GS (OL),
6 NO, 2,075 LL
Humanitarian Affairs
1 ASG, 1 D-2, 2 P-5, 9 P-4,
2 P-3, 3 P-2, 3 FS, 2 GS (OL),
20 LL
Reconstruction
(EU)
Institution Building
(OSCE)

a/ Four posts (1 P-5, 1 P-4, 1 General Service and one local) will be funded from the trust fund programme support costs.

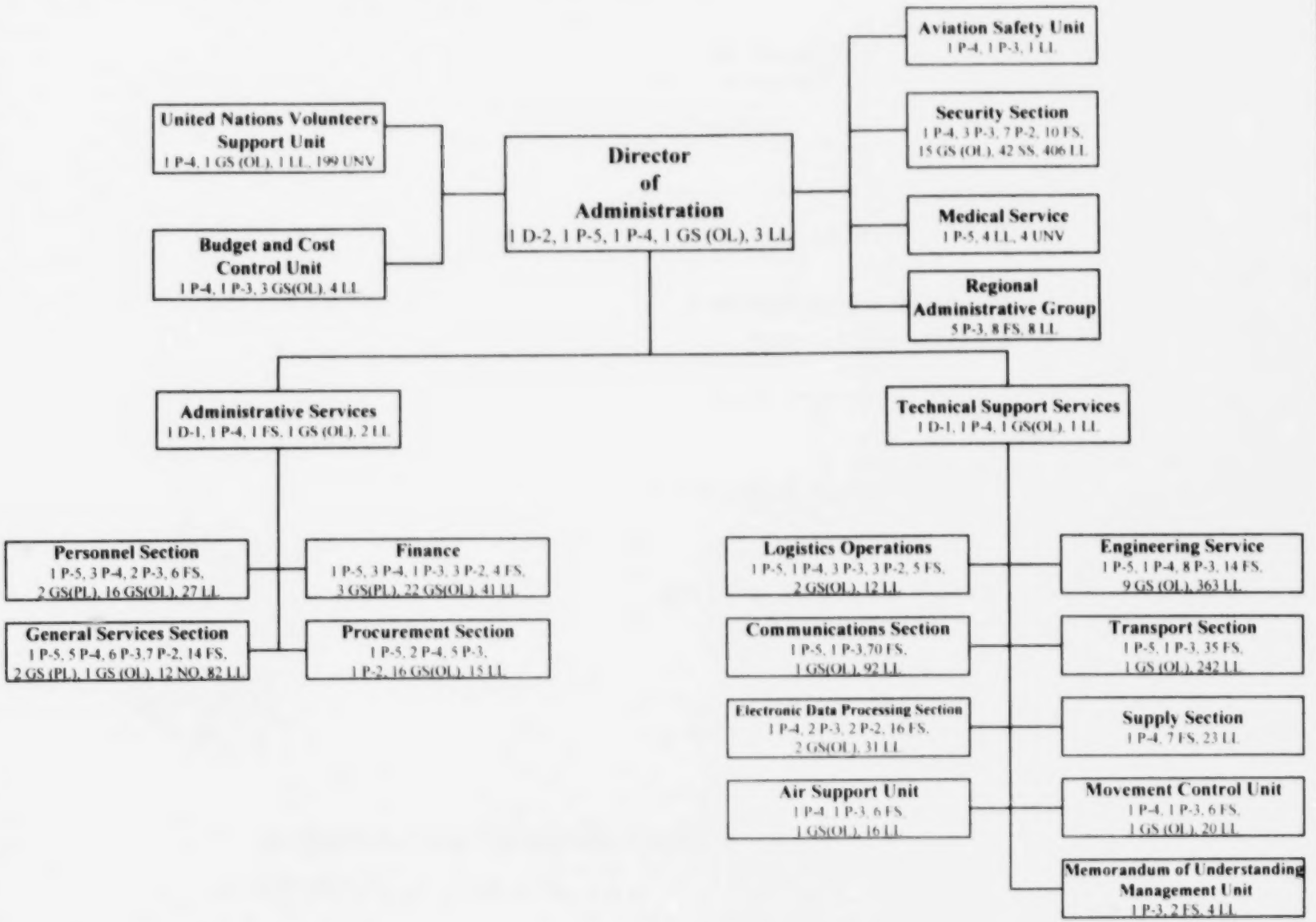
B. Civil Administration: organizational chart


Deputy Special Representative for Civil Administration
1 ASG, 2 D-1, 1 P-5, 2 P-4, 1 P-3, 4 GS (OL), 2 NO, 12 LL
Municipal Support Services Unit and Firefighters
2 P-5, 2 P-4, 2 GS (OL), 4 LL
Department of Administrative and Support Services
1 D-2, 2 D-1, 7 P-5, 13 P-4, 16 P-3, 17 GS (OL), 34 LL
Finance and Payment
Civil Service and Personnel Administration
Procurement
Budget
Document Issuance and Control Services
Department of Economic Affairs and Natural Resources Administration
1 D-2, 7 D-1, 7 P-5, 16 P-4, 15 P-3, 20 GS (OL), 1 NO, 35 LL
Industry
Trade and Commerce
Public Utilities
Post and Telecommunications
Transportation
Agriculture and Rural Development
Environmental Protection
Secretariat for Health
1 D-1, 2 P-5, 2 P-4, 1 P-3, 2 GS (OL), 1 NO, 2 LL
Primary Health Care
Hospitals
Regional Offices (5)
5 D-2, 5 D-1, 5 P-5, 105 P-4, 30 P-3, 60 GS (OL), 200 LL
Department of Police
1 D-2, 2 P-4, 1 P-3, 1 GS (OL), 1,573 LL
Chief of Staff
Operations
Training
Department of Judicial Affairs
1 D-2, 2 D-1, 2 P-5, 5 P-4, 4 P-3, 7 GS (OL), 12 LL
Prosecution Services and Court Administration
Penal Management
Education Secretariat
1 D-1, 3 P-5, 3 P-4, 1 P-3, 3 GS (OL), 1 NO, 5 LL
Primary and Secondary Education
Higher Education
Culture and Cultural Heritage
Social Welfare and Labour Secretariat
1 D-1, 2 P-5, 2 P-4, 1 P-3, 3 GS (OL), 1 NO, 4 LL
Social Welfare
Labour
Municipalities (29)
20 P-5, 65 P-4, 109 P-3, 60 GS (OL), 194 LL

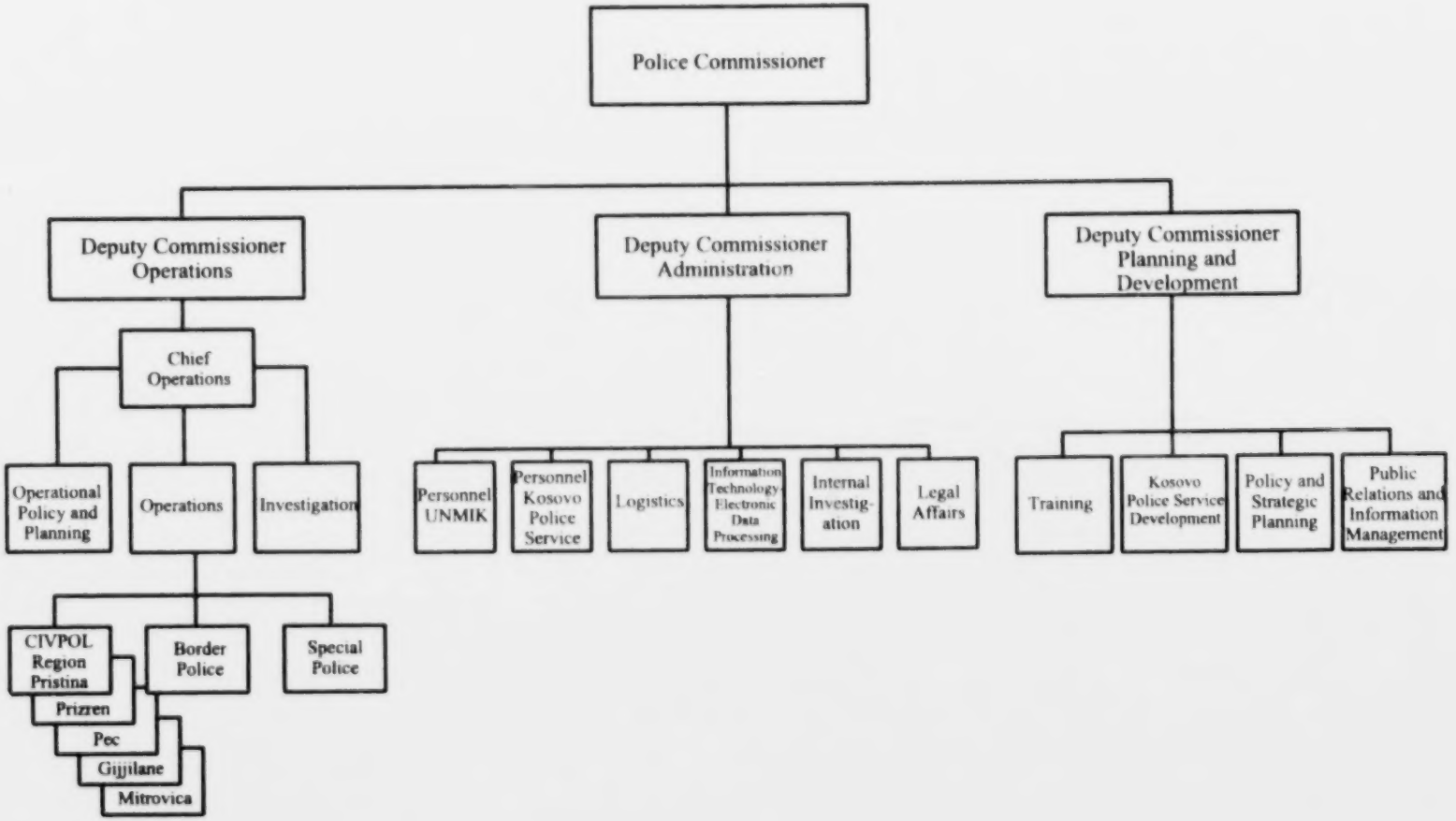
C. Humanitarian Affairs: organizational chart


Office of the
Deputy Special
Representative
for Humanitarian Affairs
1 ASG, 1 D-2, 1 P-5, 5 P-4,
1 P-2, 3 FS, 2 GS (OL)
Mine Action
Coordination Centre
1 P-5, 4 P-4, 2 P-3, 2 P-2, 20 LL

D. Division of Administration: organizational chart


Director of Administration
1 D-2, 1 P-5, 1 P-4, 1 GS (OL), 3 LL
United Nations Volunteers Support Unit
1 P-4, 1 GS (OL), 1 LL, 199 UNV
Budget and Cost Control Unit
1 P-4, 1 P-3, 3 GS(OL), 4 LL
Aviation Safety Unit
1 P-4, 1 P-3, 1 LL
Security Section
1 P-4, 3 P-3, 7 P-2, 10 FS, 15 GS (OL), 42 SS, 406 LL
Medical Service
1 P-5, 4 LL, 4 UNV
Regional Administrative Group
5 P-3, 8 FS, 8 LL
Administrative Services
1 D-1, 1 P-4, 1 FS, 1 GS (OL), 2 LL
Technical Support Services
1 D-1, 1 P-4, 1 GS(OL), 1 LL
Personnel Section
1 P-5, 3 P-4, 2 P-3, 6 FS, 2 GS(PL), 16 GS(OL), 27 LL
Finance
1 P-5, 3 P-4, 1 P-3, 3 P-2, 4 FS, 3 GS(PL), 22 GS(OL), 41 LL
General Services Section
1 P-5, 5 P-4, 6 P-3,7 P-2, 14 FS, 2 GS (PL), 1 GS (OL), 12 NO, 82 LL
Procurement Section
1 P-5, 2 P-4, 5 P-3, 1 P-2, 16 GS(OL), 15 LL
Logistics Operations
1 P-5, 1 P-4, 3 P-3, 3 P-2, 5 FS, 2 GS(OL), 12 LL
Engineering Service
1 P-5, 1 P-4, 8 P-3, 14 FS, 9 GS (OL), 363 LL
Communications Section
1 P-5, 1 P-3,70 FS, 1 GS(OL), 92 LL
Transport Section
1 P-5, 1 P-3, 35 FS, 1 GS (OL), 242 LL
Electronic Data Processing Section
1 P-4, 2 P-3, 2 P-2, 16 FS, 2 GS(OL), 31 LL
Supply Section
1 P-4, 7 FS, 23 LL
Air Support Unit
1 P-4, 1 P-3, 6 FS, 1 GS(OL), 16 LL
Movement Control Unit
1 P-4, 1 P-3, 6 FS, 1 GS (OL), 20 LL
Memorandum of Understanding Management Unit
1 P-3, 2 FS, 4 LL

E. Civilian police: organizational chart



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Cartographic Section